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WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A PUBLIC MEETING
OF THE
FINANCE SUBCOMMITTEE
OF THE
EXECUTIVE COMMITTEE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

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Date:	Monday, April 21, 2003
Time:	2:00 p.m. – 4:00 p.m.
Location:	Auditorium Community College District Office 33 Gough Street San Francisco CA 94103

Copies of materials may be obtained from and/or reviewed at the PIC offices at both of the addresses shown below and on the PIC's website, www.picsf.org.

AGENDA APPEARS ON THE REVERSE SIDE

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Donna Hall, Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724 Fax: 415-554-5163
E-mail: donna_hall@ci.sf.ca.us

Copies of the Sunshine Ordinance can be obtained at the San Francisco Public Library online at the City's Web site at http://www.sfgov.org/bdsupvrs/sunshine.htm

OTHER ACCOMMODATIONS

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

If you require special accommodation due to a disability, please call Roberta Fazande at 415-923-4265 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

Issued: Monday, April 14, 2003

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www.picsf.org • e-mail: 411@picsf.org

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Telephone 415.431.8700 • Fax 415.431-8702
TDD 800.735.2929 (CRS)

PROPOSED AGENDA
FINANCE SUBCOMMITTEE OF THE EXECUTIVE COMMITTEE
MONDAY, APRIL 21, 2003

1. Adoption of the Agenda *(Action Item)*
2. Public Testimony Agenda Items (Discussion Item)
3. Roles and Responsibilities of the Finance Subcommittee (Discussion Item)
4. Overview of Private Industry Council, Inc. (PIC) Funding and Expenditures (Discussion Item)
   A. PIC's Overall Budget/Revenue
   B. PIC's Operational Budget
   C. One Stop Budget
5. 2003 Meeting Calendar (Discussion Item)
6. Public Testimony on Non-Agenda Items (Discussion Item)
7. Future Agenda Items (Discussion Item)
8. Adjournment *(Action Item)*

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COMMITTEES
OF THE
WORKFORCE INVESTMENT SAN FRANCISCO (WISF) BOARD

Guiding principles

The Standing Committees shall:

1. Conduct public hearings and take public testimony when needed to ensure that all viewpoints are considered, and in all cases when required by statute or regulation.

2. Provide the LWIB with readily available expertise regarding the policies and direction of the LWIB.

3. Review staff recommendations with appropriate public hearings and advise the LWIB and the Executive Committee regarding action to be taken.

4. Provide for broad community participation in LWIB activities.

Members of the Committees who are not Members of the LWIB as set forth in section 3.0, above, shall be voting members of the Committee, but shall not be voting members of the LWIB.

It shall be the responsibility of each committee to establish its schedule for meeting and to ensure that all interested parties are provided with adequate notice of such schedules in conformance with public meeting laws. Committee Chairpersons may delegate such responsibilities to Staff.

Executive Committee

The Executive Committee shall be comprised of not more than eleven (11) Members of LWIB. The total number of Members appointed, if less than eleven (11), shall be either seven (7) or nine (9). This committee shall review the work plans of other committees, ensure coordination of the work of all committees and hear reports on their progress. This committee is authorized to act on behalf of LWIB *and all action taken on behalf of LWIB shall be subsequently presented to LWIB for consideration.* This committee shall hear, review and refer matters for action from other committees to LWIB as a Consent Calendar item, see Section 7.2. This Committee shall serve as the Board of Directors of the non-profit corporation, Private Industry Council, Inc.

The Executive Committee shall appoint a Finance Subcommittee. A Finance Subcommittee shall be responsible for the review and advice to the Executive Committee and the LWIB including: (1) monitor and review WIB budgets and expenditures; (2) prepare recommendations for WIA and other funding streams within workforce development system; and (3) review audit and other financial reports from PIC, Inc. as agent of WIB/Mayor partnership. The Finance Subcommittee shall be chaired by a member currently serving on the LWIB Board, shall consist of a majority of Executive Committee members, shall include a One Stop Committee member, and shall not exceed five members.

PIC of SAN FRANCISCO, Operating Budget
Budgeted PIC Admin Revenue & Expenditures
for the Program year JULY 1 though JUNE 30

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Total Grant Awards	PY 99-00 Actual	PY 00-01 Actual	PY 01-02 Actual	PY 02-03 Budget
DOL WtW (Formula & Competitvie)	1,916,706	3,480,809	$ 2,056,069	$1,164,014
Youth Opportunity Grant	52,957	2,473,056	4,312,994	10,520,123
Youth Crime Prevention	0	0	22,420	579,292
H-1B / WIA 15% Technical Skills Training - SFI	0	1,035,675	1,981,549	907,763
Workforce Investment Grant	7,447,114	5,098,531	7,352,570	7,973,807
CalWork ET	6,207,479	5,083,568	4,028,242	3,338,937
State Refugee Grants	958,674	1,367,869	1,403,019	982,210
Homeless Employment Collaborative	1,005,476	984,439	1,070,922	1,205,602
S.F. Redevelopment Agency/Mission Bay	818,533	948,496	1,544,236	1,817,413
Care Givers initiative	0	70,480	1,000,585	532,595
Labor Market Information	58,130	65,281	60,565	85,991
Mayor's Office of Community Development	70,000	81,243	75,000	70,000
Summer Youth Programs	383,335	986,093	460,289	337,000
Other Funds	615,145	401,561	0	0
	$ 19,533,549	$ 22,077,101	$ 25,368,459	$ 29,514,748

PIC Admin REVENUE	PY 99-00 Actual	PY 00-01 Actual	PY 01-02 Actual	PY 02-03 Budget
DOL WtW (Formula & Competitvie)	359,131	202,083	$ 118,237	$117,748
Youth Opportunity Grant	50,581	912,767	2,492,157	3,104,651
Youth Crime Prevention	0	0	20,642	114,292
H-1B Technical Skills Training	0	88,496	153,894	179,952
Workforce Investment Grant	1,857,453	1,733,215	1,805,614	1,744,444
CalWork ET	853,122	996,868	1,038,231	778,203
State Refugee Grants	243,957	188,815	159,348	99,141
Homeless Employment Collaborative	125,827	137,068	176,865	287,423
S.F. Redevelopment Agency/Mission Bay	21,682	28,092	39,602	118,430
Care Givers initiative	0	33,649	174,973	111,174
Labor Market Information	81,576	65,282	58,130	58,138
Mayor's Office of Community Development	63,212	81,243	72,489	68,000
Other Funds	464,512	415,085	89,420	175,087
Total Revenue	4,121,053	4,882,462	6,397,402	6,956,682
PIC Admin EXPENSES				
Total Salaries	$ 2,952,577	$ 3,308,649	$ 4,236,432	$ 4,874,705
Vacation Earned	147,307	174,169	243,244	250,000
FICA	220,803	246,141	332,887	375,155
SUI	31,258	39,517	47,302	48,782
Health insurance	138,045	151,290	259,233	277,706
Retirement (6%)	107,933	127,824	187,066	151,476
Workers Comp.	0	23,395	32,706	41,403
Total Fringe Benfits	645,346	762,336	1,102,438	1,144,503
Total Personnel Cost	3,597,923	4,070,985	5,338,870	6,019,208
Consultant/Professional Serivces	39,549	209,817	228,517	217,000
Occupancy Cost	159,604	233,853	379,585	272,000
Telephone/Internet	26,499	42,464	84,009	85,000
Insurance	18,274	7,014	25,934	15,934
Travel & Conference	6,849	15,001	23,938	25,000
Postage	14,940	14,500	22,034	25,000
Training	10,063	10,418	13,775	20,000
Employment & Training	9,840	0	24,500	24,500
Equipment Agreement/Purchases	20,338	7,544	32,013	32,013
Equipment Rental	81,108	94,255	80,834	80,834
Equipment Repairs/Maint.	27,006	8,396	18,471	18,471
Material & Supplies	28,777	88,326	61,823	61,823
Publications & Subscription	1,011	1,557	1,857	1,857
Advertising/Public Notice	6,393	4,558	3,709	3,709
Miscellaneous	26,063	14,211	11,109	11,109
Reproduction	8,384	10,831	14,464	14,464
Moving & Storge	978	12,342	1,708	2,000
Auditing Services	23,500	0	17,000	9,000
Computer Software Training	4,020	26,369	3,068	4,760
BankServices Charges	11,939	10,225	12,184	13,000
Office Overhead cost	523,130	811,477	1,058,533	937,475
Total Expenditures	4,121,053	4,882,462	6,397,402	6,956,682
Excess Reveue over Expenditures	$0	$0	$0	$0

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PIC of SAN FRANCISCO, Operating Budget
Budgeted PIC Admin Revenue & Expenditures
JULY 1 though JUNE 30 for the Progam Years 2001 through 2005

Total Grant Awards	PY 01-02 Actual	PY 02-03 Budget	PY 03-04 Budget	PY 04-05 Budget	PY 05-06 Budget
DOL WtW (Formula & Competitvie)	$2,056,069	$1,164,014	$640,816	$0	$0
Youth Opportunity Grant	4,312,994	10,520,123	6,250,000	3,500,000	0
Youth Crime Prevention	22,420	579,292	0	0	0
H-1B / WIA 15% Technical Skills Training - SFITC	1,981,549	907,763	3,950,013	0	0
Workforce Investment Grant	7,352,570	7,973,807	6,350,634	5,855,603	5,575,322
CalWork ET	4,028,242	3,338,937	3,435,464	2,362,812	1,800,785
State Refugee Grants	1,403,019	982,210	468,045	444,643	422,410
Homeless Employment Collaborative	1,070,922	1,205,602	846,152	846,152	846,152
S.F. Redevelopment Agency/Mission Bay	1,544,236	1,817,413	1,921,893	1,554,371	1,554,371
Care Givers initiative	1,000,585	532,595	0	0	0
Labor Market Information	60,565	85,991	58,138	58,138	58,138
Mayor's Office of Community Development	75,000	70,000	70,000	70,000	70,000
Other Funds	460,289	337,000	399,125	399,125	399,125
	$ 25,368,459	$ 29,514,748	$ 24,390,280	$ 15,090,843	$ 10,726,304

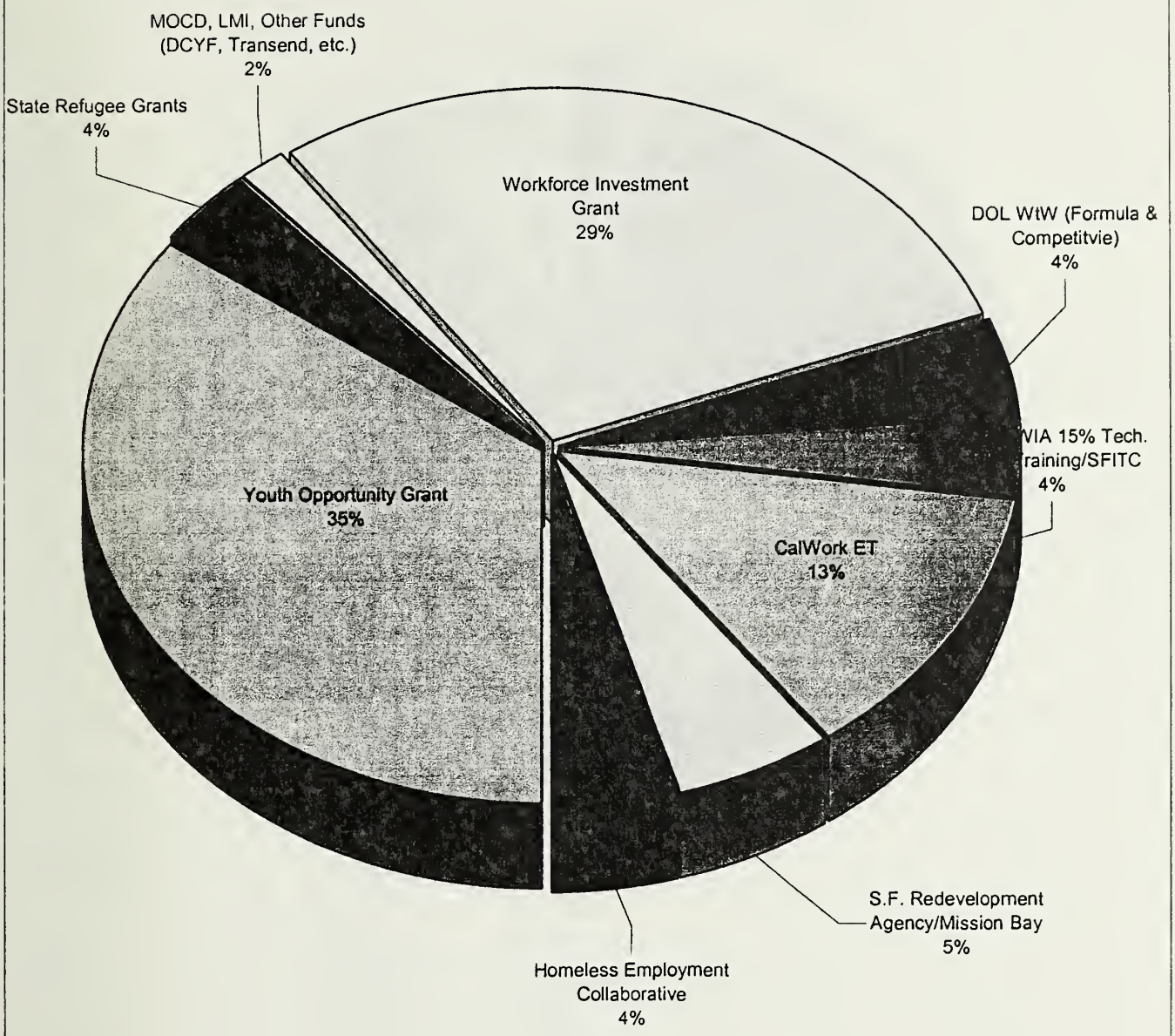
PIC Admin REVENUE	PY 01-02 Actual	PY 02-03 Budget	PY 03-04 Budget	PY 04-05 Budget	PY 05-06 Budget
DOL WtW (Formula & Competitvie)	$116,237	$117,746	$0	$0	$0
Youth Opportunity Grant	2,492,157	3,104,651	3,200,000	3,104,651	0
Youth Crime Prevention	20,642	114,292	0	0	0
H-1B / WIA 15% Technical Skills Training - SFITC	153,694	179,952	411,578	0	0
Workforce Investment Grant	1,805,614	1,744,444	1,866,359	1,581,401	1,511,331
DHS-Calworks,CJI & PAES2Work	1,038,231	778,203	670,191	612,684	612,684
State Refugee Grants	159,346	99,141	69,227	65,766	62,477
Homeless Employment Collaborative	176,865	287,423	175,000	175,000	175,000
S.F. Redevelopment Agency/Mission Bay	39,602	118,430	114,475	68,644	68,644
Care Givers initiative	174,973	111,174	0	0	0
Labor Market Information	58,130	58,138	58,138	58,138	58,138
Mayor's Office of Community Development	72,489	68,000	68,000	68,000	68,000
Other Funds	89,420	175,087	120,709	120,709	120,709
Total Revenue	6,397,402	6,956,682	6,753,676	5,854,992	2,676,982
PIC Admin EXPENSES					
SALARIES	$ 4,479,676	$ 5,118,151	$ 5,057,645	$ 5,057,645	5,057,645.00
FRINGE BENEFITS	859,194	901,056	901,056	901,056	901,056
Personnel Cost	**5,338,869**	**6,019,208**	**5,958,701**	**5,958,701**	**5,958,701**
CONSULTANTS	226,517	217,000	117,000	95,000	50,000
EMPLOYMENT & TRAINING FEES	24,500	24,500	0	0	0
EQUIPMENT AGREEMENTS/PURCHASES	32,013	32,013	32,013	32,013	32,013
EQUIPMENT RENTAL	80,834	80,834	80,834	80,834	80,834
EQUIPMENT REPAIRS/Maint	18,471	18,471	18,471	18,471	18,471
INSURANCE	25,934	15,934	15,934	15,934	15,934
MATERIAL & SUPPLIES	61,823	61,823	61,823	61,823	61,823
RENT	379,585	272,000	245,000	250,000	255,000
TRAINING	13,775	20,000	20,000	20,000	20,000
TRAVEL & CONFERENCE	23,938	25,000	25,000	25,000	25,000
PUBLICATIONS & SUBSCRIPTIONS	1,857	1,857	1,857	1,857	1,857
ADVERTISING/PUBLIC NOTICE	3,709	3,709	3,709	3,709	3,709
MISCELLANEOUS	11,109	11,109	11,109	11,109	11,109
REPRODUCTION	14,464	14,464	14,464	14,464	14,464
MOVING & STORAGE	1,708	2,000	2,000	2,000	2,000
AUDITING SERVICES	17,000	9,000	18,000	9,000	18,000
TELEPHONE/INTERNET	84,009	85,000	85,000	85,000	85,000
POSTAGE	22,034	25,000	25,000	25,000	25,000
COMPUTER SOFTWARE TRAINING	3,068	4,760	4,760	4,760	4,760
BANK SERVICE CHARGE	12,184	13,000	13,000	13,000	13,000
Other Office Overhead cost	**1,058,533**	**937,475**	**794,975**	**768,975**	**737,975**
TOTAL EXPENSES	**6,397,402**	**6,956,682**	**6,753,676**	**6,727,676**	**6,696,676**
Excess Reveue over Expenditures	**$0**	**$0**	$ 0	$ (872,684)	$ (4,019,694)

PIC of SAN FRANCISCO Grant Awards &
Budgeted PIC Inc. Administrative Revenue & Expenditures
for the Eight Months Ended February 28, 2003 (66.6%)

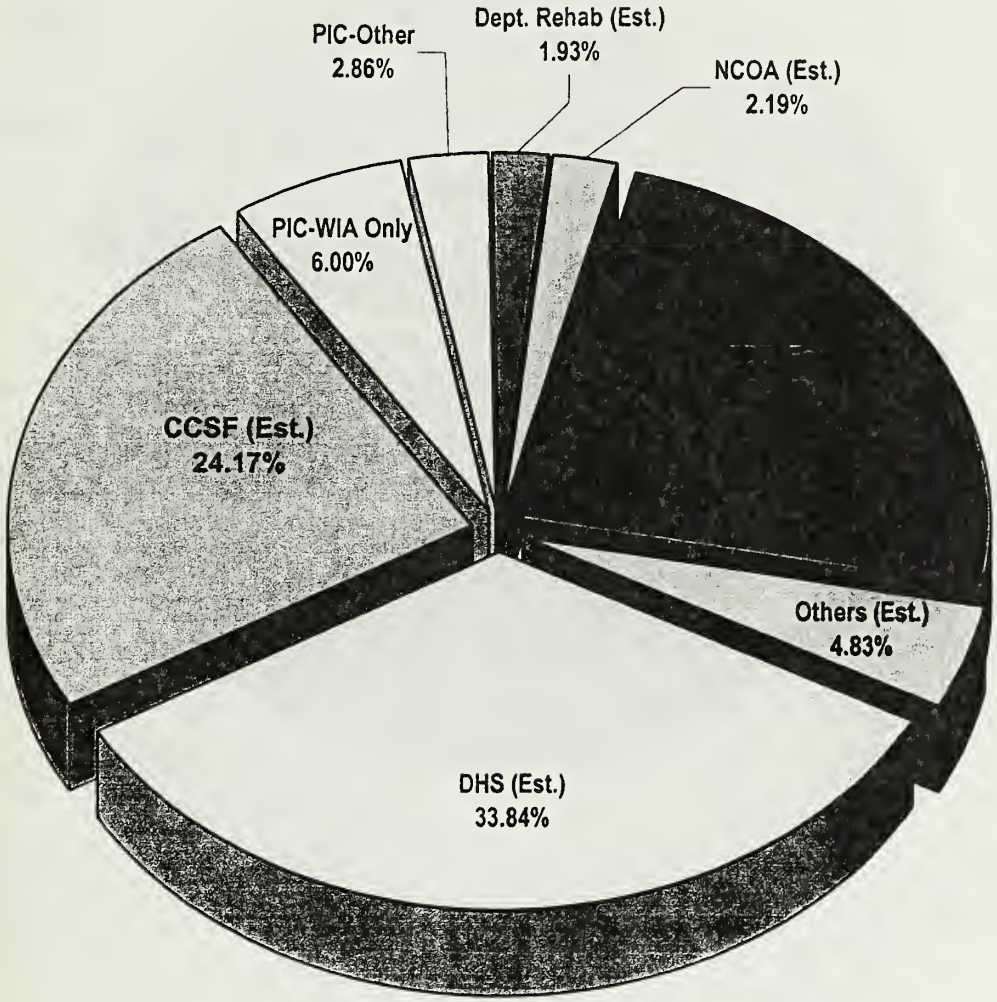
Total Grant Awards	PY 01-02 Actual	PY 02-03 Budget	PY 02-03 7/02 - 2/03 Actual	8 Months %
DOL WtW (Formula & Competitvie)	$ 2,056,069	$1,164,014	$491,490	42.22%
Youth Opportunity Grant	4,312,994	10,520,123	5,957,913	56.63%
Youth Crime Prevention	22,420	579,292	178,230	30.77%
H-1B / WIA 15% Technical Skills Training - SFITC	1,981,549	907,763	482,696	53.17%
Workforce Investment Grant	7,352,570	7,973,807	3,158,852	39.62%
CalWork ET	4,028,242	3,338,937	1,954,243	58.53%
State Refugee Grants	1,403,019	982,210	494,045	50.30%
Homeless Employment Collaborative	1,070,922	1,205,602	789,224	65.46%
S.F. Redevelopment Agency/Mission Bay	1,544,236	1,817,413	1,015,297	55.86%
Care Givers initiative	1,000,585	532,595	397,161	74.57%
Labor Market Information	60,565	85,991	33,700	39.19%
Mayor's Office of Community Development	75,000	70,000	63,964	91.38%
Other Funds (DCYF, Transend, etc.)	460,289	337,000	172,588	51.21%
	$ 25,368,459	$ 29,514,748	$ 15,189,402	51.46%

PIC Inc. Admin REVENUE	PY 01-02 Actual	PY 02-03 Budget	PY 02-03 7/02 - 2/03 Actual	8 Months %
DOL WtW (Formula & Competitvie)	$ 116,237	$117,746	$44,693	37.96%
Youth Opportunity Grant	2,492,157	3,104,651	1,834,352	59.08%
Youth Crime Prevention	20,642	114,292	65,342	57.17%
H-1B Technical Skills Training	153,694	179,952	112,947	62.76%
Workforce Investment Grant	1,805,614	1,744,444	1,204,048	69.02%
CalWork ET	1,038,231	778,203	727,816	93.53%
State Refugee Grants	159,346	99,141	52,052	52.50%
Homeless Employment Collaborative	176,865	287,423	145,632	50.67%
S.F. Redevelopment Agency/Mission Bay	39,602	118,430	36,881	31.14%
Care Givers/Nurse initiative	174,973	111,174	91,692	82.48%
Labor Market Information	58,130	58,138	29,360	50.50%
Mayor's Office of Community Development	72,489	68,000	55,746	81.98%
Other Funds	89,421	175,087	65,124	37.20%
Total Revenue	**6,397,402**	**6,956,682**	**4,465,686**	**64.19%**
PIC Inc. Admin EXPENSES				
Salaries	$ 4,479,676	$ 5,118,151	$ 3,280,339	
Fringe benfits	859,194	901,056	630,155	
Total Personnel Cost	5,338,869	6,019,208	3,910,493	64.97%
Consultant	226,517	217,000	112,579	
Occupancy Cost	379,585	272,000	163,524	
Telephone/Internet	84,009	85,000	38,560	
Insurance	25,934	15,934	29,047	
Travel & Conference	23,938	25,000	23,988	
Postage	22,034	25,000	13,153	
Training	13,775	20,000	10,147	
Emlpoyment & Training Fees	24,500	24,500	4,605	
Equipment Agreement/Purchases	32,013	32,013	4,960	
Equipment Rental	80,834	80,834	49,700	
Equipment Repairs/Maint.	18,471	18,471	24,331	
Material & Supplies	61,823	61,823	52,159	
Publications & Subsciptions	1,857	1,857	1,153	
Advewrtising/Public Notice	3,709	3,709	1,837	
Miscellaneous	11,109	11,109	9,723	
Reproduction	14,464	14,464	2,156	
Moving & Storage	1,708	2,000	1,141	
Auditing Services	17,000	9,000	2,000	
Computer Software Training	3,068	4,760	0	
Bank Service Charge	12,184	13,000	10,429	
Office Overhead cost	1,058,533	937,475	555,193	59.22%
Total Expenditures	**6,397,402**	**6,956,682**	**4,465,686**	**64.19%**
Excess Reveue over Expenditures (Carryover)	**$0**	**$0**	**$0**	

Total Budgeted
Grant Revenue for PY 02 - 03

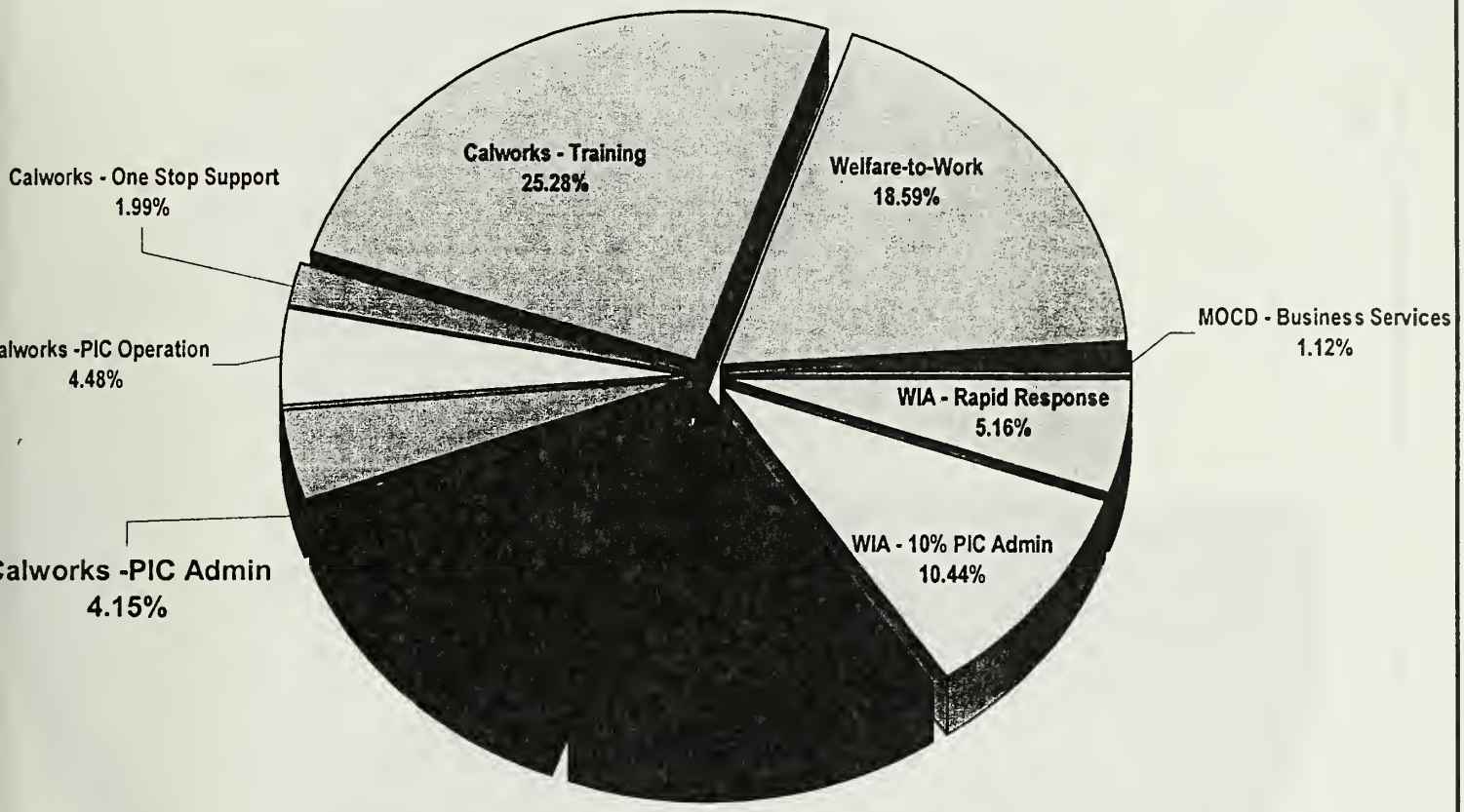


ESTIMATED - One Stop System



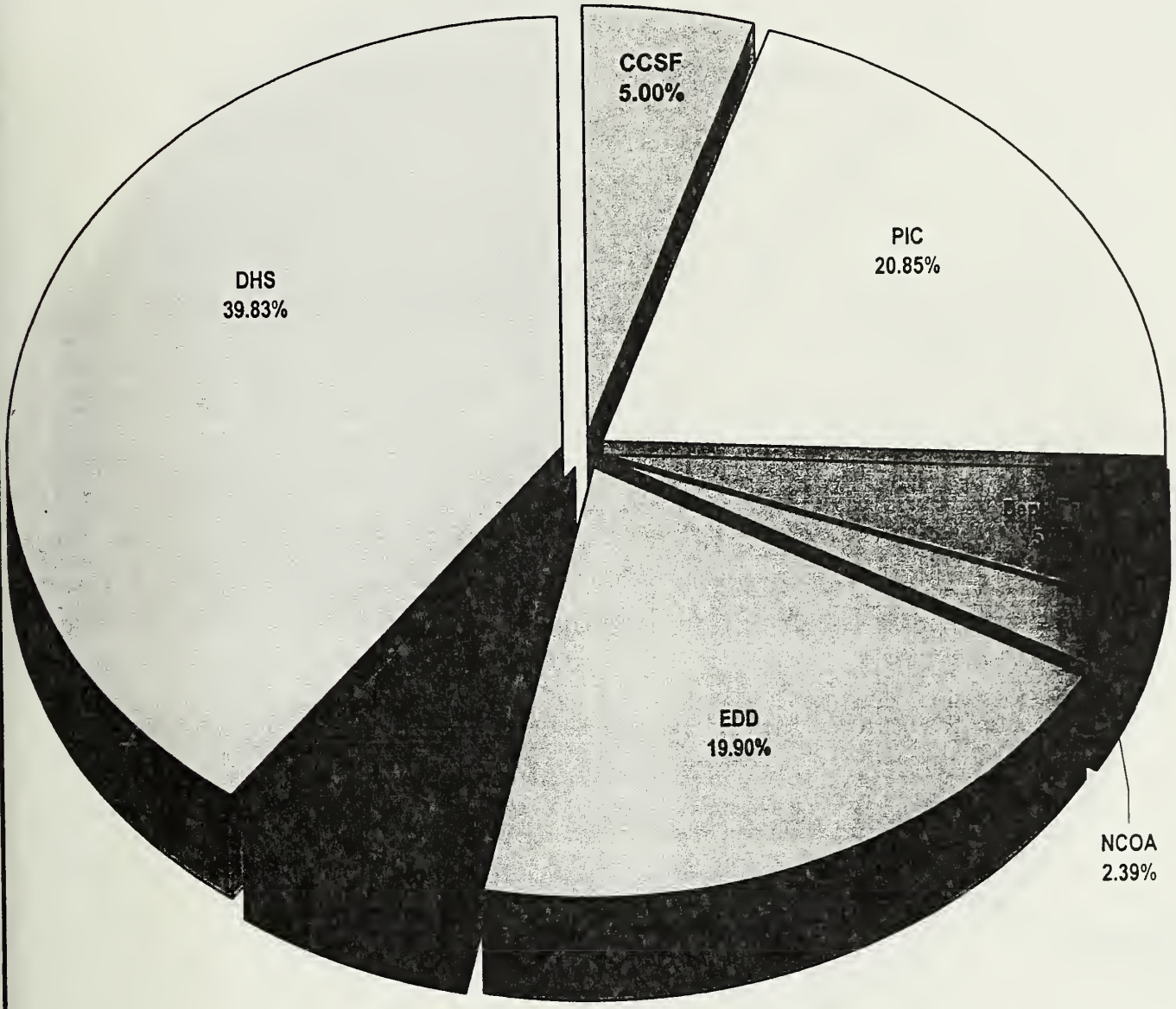
One Stop Center	PY'02-'03	Percents
Total	103,441,413	100.00%
CCSF (Est.)	25,000,000	24.17%
PIC-WIA Only	6,211,196	6.00%
PIC-Other	2,963,152	2.86%
Dept. Rehab (Est.)	2,000,000	1.93%
NCOA (Est.)	2,267,065	2.19%
EDD (Est.)	25,000,000	24.17%
Others (Est.)	5,000,000	4.83%
DHS (Est.)	35,000,000	33.84%

One Stop System
PIC's Slice



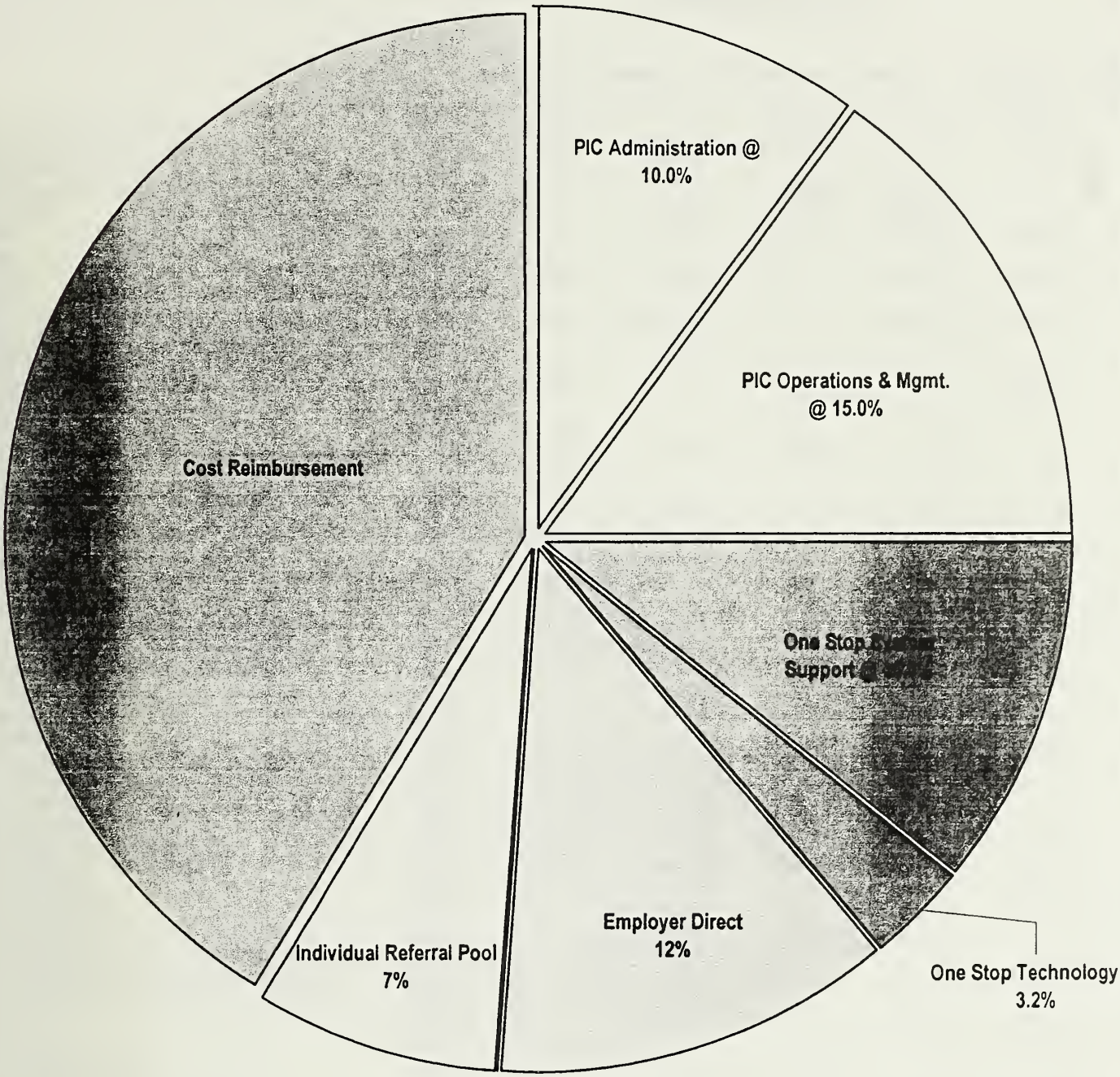
Stop System-PIC Slice	PY'02-'03	Percents
al	9,174,348	100.00%
works -PIC Admin	259,910	2.83%
works -PIC Operation	280,570	3.06%
works - One Stop Support	124,450	1.36%
works - Training	1,582,400	17.25%
CD - Business Services	70,000	0.76%
- Rapid Response	323,000	3.52%
- 10% PIC Admin	653,402	7.12%
- 15% PIC Operation	931,679	10.16%
- One Stop Support	871,120	9.50%
- One Stop Support-Tech	200,000	2.18%
- Training	3,877,817	42.27%

ESTIMATED - One Stop 3120 Mission Center



One Stop 3120 Center	PY'02-'03	Percents
Total	5,026,089	100.00%
CCSF (Est.)	251,194	5.00%
PIC	1,048,000	20.85%
Dept. Rehab (Est.)	255,000	5.07%
NCOA	120,000	2.39%
EDD (Est.)	1,000,000	19.90%
Others (Est.)	350,000	6.96%
DHS	2,001,895	39.83%

Proposed WIA Adult Flow of Funds



	PY'02-'03	Percents	PY'03-'04	Percents
ADULT FORMULA ALLOCATION	2,012,692	100.00%	2,000,000	100.00%
PIC Administration @ 10.0%	201,269	10.00%	200,000	10.00%
PIC Operations & Mgmt. @ 15.0%	301,904	15.00%	300,000	15.00%
One Stop System Support @ 10.8%	217,471	10.80%	216,100	10.80%
One Stop Technology @ 3.2%	64,809	3.22%	64,400	3.22%
Employer Direct	245,448	12.20%	243,900	12.20%
Individual Referral Pool	147,269	7.32%	146,340	7.32%
Cost Reimbursement	834,522	41.46%	829,260	41.46%

Detailed Fund Budget by Grants

Total Budgeted Revenue

	Revenue for PY '01	Carryover from PY '01	Revenue for PY '02	Carryover from PY '02	Revenue for PY '03	Revenue for PY '04	Revenue for PY '05
Welfare to Work - Competitive Grant	$582,300	$164,014	$0	$200,000	$0	$0	$0
Youth Opportunity Grants	4,312,994	6,270,123	4,250,000	1,000,000	5,250,000	3,500,000	0
H - 1B Technical Skill Training	1,981,549	382,776	0		0	0	0
H - 1B Technical Skill Training-SFIT	0	0	324,987	425,000	2,675,013		
WIA 15% - NWI	0	0	50,000	150,000	200,000		
Title I Adult	1,908,004	351,061	2,012,691		1,912,056	1,816,454	1,725,631
Title I Adult	489,883	0	0		0	0	0
Title I Youth	1,864,040	960,358	1,841,278	0	1,749,214	1,661,753	1,578,666
Title I Youth	528,973	0	0		0	0	0
Title I Dislocated Worker	1,952,323	77,669	2,357,225		2,239,364	2,127,396	2,021,026
Title I Dislocated Worker	356,134	0	0		0	0	0
Title I Dislocated Worker - B o f A	0	0	0		0	0	0
Title I Rapid Resp.	228,213	323,525	0		250,000	250,000	250,000
Title I Capacity Building	25,000	0	0		0	0	0
Youth Crime Prevention	22,420	579,292	0		0	0	0
WIA 15% - SFIT	0	0	200,000	700,000	0	0	0
WtW-Care givers Int.	341,833	324,763	0		0	0	0
WIA-Care givers Int.	658,752	198,602	0		0	0	0
CTI - HASS Funds	0	0	9,230		0	0	0
Labor Market Information Division	31,500	27,853	58,138		58,138	58,138	58,138
Labor Market Information Division	29,065	0	0		0	0	0
Welfare to Work - Formula Grant	1,473,769	1,000,000	0	440,816	0	0	0
Welfare to Work - Formula Grant	0	0	0		0	0	0
Refugee Targeted Assistance Program (RTAP)	472,729	0	357,205		339,345	322,378	306,259
Refugee Targeted Assistance Program (RTAP)	311,719	180,788	0		0	0	0
Refugee Employment Social Services (RESS)	162,220	116,228	0		0	0	0
Refugee Employment Social Services (RESS)	108,059	0	92,623		0	0	0
Elder Discretionary 20%	160,067	0	91,193		86,633	82,301	78,186
Elder Discretionary 20%	59,596	65,674	0		0	0	0
Refugee TA Discretionary 20%	37,406	0	37,406		35,536	33,759	32,071
Refugee TA Discretionary 20%	71,571	34,218	0		0	0	0
Refugee Set aside	8,070	0	0		0	0	0
Refugee Set aside	11,582	0	6,875		6,532	6,205	5,895
Homeless Employment Collaborative	776,730	359,450	0		0	0	0
Homeless Employment Collaborative	294,192	0	846,152		846,152	846,152	846,152
Community Jobs Initiative	179,355	0	0		0	0	0
Community Jobs Initiative	591,607	0	591,607		562,027	562,027	0
PAES-Support Employ. Program (Local Funds)	655,280	0	500,000	597,652	475,000	0	0
Personal Assisted Employment Services (FSET only)	75,000	0	351,766		0	0	0
Personal Assisted Employment Services (PAES)	345,000	0	851,618		809,037	809,037	809,037
Personal Assisted Employment Services (GF only)	175,000	0	0		0	0	0
CalWork ET	1,375,000	0	1,043,945		991,748	991,748	991,748
CalWork Incentive	250,000	0	0		0	0	0
Welfare to Work (State Match)	347,000	0	0		0	0	0
Childcare Vocational Training	35,000	0	0		0	0	0
Mayor's Office of Community Development	75,000	0	70,000		70,000	70,000	70,000
Redevelopment Agency - Consortium	0	0	0		0	0	0
Redevelopment Agency - Consortium	926,574	0	754,371	200,000	754,371	754,371	754,371
Redevelopment Agency - Consortium (Set-Aside)	272,282	0	0		0	0	0
Redevelopment Agency - Consortium (Set-Aside)	45,381	0	0		0	0	0
First Source Hiring	300,000	363,042	500,000	67,522	500,000	500,000	500,000
MUNI	0	0	200,000	100,000	300,000	300,000	300,000
At-Risk Youth State General Fund	67,164	0	0		0	0	0
Children's Fund	254,000	0	260,000		260,000	260,000	260,000
General Funds	102,125	0	0		102,125	102,125	102,125
MSYP-Donated Funds	35,000	25,000	0		35,000	35,000	35,000
Job or Youth	0	0	0		0	0	0
Transcend	0	0	50,000		0	0	0
Vacation Fund	2,000	0	2,000		2,000	2,000	2,000
GRAND TOTAL	$ 25,368,459	$ 11,804,437	$ 17,710,310	$ 3,880,990	$ 20,509,290	$ 15,090,843	$ 10,726,304
		$29,514,748		$24,390,280			

Detailed Administrative Revenue Budget by Grants

Administrative Budgeted Revenue

	Total PY 01		Total PY 02		Total PY 03	Total PY 04	Total PY 05
	PIC Inc. Admin/Oper.	Carryover from PY '01	PIC Inc. Admin/Oper.	Carryover from PY '02	PIC Inc. Admin/Oper.	PIC Inc. Admin/Oper.	PIC Inc. Admin/Oper.
Welfare to Work - Competitive Grant	27,266	16,927	$0		$0	$0	$0
Youth Opportunity Grants	2,492,157	0	3,104,651	95,349	3,104,651	3,104,651	0
H - 1B Technical Skill Training	153,694	49,952	0		0	0	0
H - 1B Technical Skill Training-SFIT	0	0	100,000	59,078	225,000	0	0
WIA 15% - NWI	0	0	7,500	22,500	0	0	0
Title I Adult	422,242	88,255	391,971	111,200	478,014	454,113	431,408
Title I Adult	106,878		0		0	0	0
Title I Youth	483,099	107,094	360,319	100,000	437,304	415,438	394,666
Title I Youth	65,830	0	0		0	0	0
Title I Dislocated Worker	281,824	0	589,305		559,841	531,849	505,256
Title I Dislocated Worker	217,529	0	0		0	0	0
Title I Dislocated Worker - B o f A	0	0	0		0	0	0
Title I Rapid Resp.	228,213	200,000	0		180,000	180,000	180,000
Title I Capacity Building	0	0	0		0	0	0
Youth Crime Prevention	20,642	114,292	0		0	0	0
WIA 15% - SFIT	0	0	30,000	105,000	0	0	0
WtW-Care givers Int.	33,989	43,886	0		0	0	0
WIA-Care givers Int.	140,984	58,058	0		0	0	0
CTI - HASS Funds	0	0	9,230		0	0	0
Labor Market Information Division	27,853	0	58,138		58,138	58,138	58,138
Labor Market Information Division	30,277	0	0		0	0	0
Welfare to Work - Formula Grant	88,971	100,819	0		0	0	0
Welfare to Work - Formula Grant	0	0	0		0	0	0
Refugee Targeted Assistance Program (RTAP)	92,181	0	53,581		50,902	48,357	45,939
Refugee Targeted Assistance Program (RTAP)	2,365	10,177	0		0	0	0
Refugee Employment Social Services (RESS)	14,508	7,353	0		0	0	0
Refugee Employment Social Services (RESS)	37,117	0	13,893		0	0	0
Elder Discretionary 20%	10,500	0	4,560		12,995	12,345	11,728
Elder Discretionary 20%	50	2,668	0		0	0	0
Refugee TA Discretionary 20%	2,625	0	1,969		5,330	5,064	4,811
Refugee TA Discretionary 20%	0	2,625	0		0	0	0
Refugee Set aside	0	0	0		0	0	0
Refugee Set aside	0	0	2,316		0	0	0
Homeless Employment Collaborative	32,705	0	74,098		0	0	0
Homeless Employment Collaborative	144,159	0	213,325		175,000	175,000	175,000
Community Jobs Initiative	26,589	0	0		0	0	0
Community Jobs Initiative	18,437	0	27,687		27,687	0	0
PAES-Support Employ. Program (Local Funds)	22,321	0	29,820		29,820	0	0
Personal Assisted Employment Services (FSET only)	0	0	75,766		0	0	0
Personal Assisted Employment Services (PAES)	130,471	0	207,618		197,237	197,237	197,237
Personal Assisted Employment Services (GF only)	0	0	0		0	0	0
CalWork ET	840,412	0	437,312		415,446	415,446	415,446
CalWork Incentive	0	0	0		0	0	0
Welfare to Work (State Match)	0	0	0		0	0	0
Childcare Vocational Training	0	0	0		0	0	0
Mayor's Office of Community Development	72,489	0	68,000		68,000	68,000	68,000
Redevelopment Agency - Consortium	0	0	0		0	0	0
Redevelopment Agency - Consortium	19,366	0	45,831		45,831	0	0
Redevelopment Agency - Consortium (Set-Aside)	0	0	0		0	0	0
Redevelopment Agency - Consortium (Set-Aside)	0	0	0		0	0	0
First Source Hiring	20,236	17,288	38,644		38,644	38,644	38,644
MUNI	0	0	16,667		30,000	30,000	30,000
At-Risk Youth State General Fund	4,469	0	0		0	0	0
Children's Fund	84,952	0	120,709		120,709	120,709	120,709
General Funds	0	0	0		0	0	0
MSYP-Donated Funds	0	4,378	0		0	0	0
Job or Youth	0	0	0		0	0	0
Transcend	0	0	50,000		0	0	0
Vacation Fund	0	0	0		0	0	0
GRAND TOTAL	$ 6,397,402	$ 823,772	$ 6,132,910	$ 493,127	$ 6,260,549	$ 5,854,992	$ 2,676,982

4/14/2003 $ 6,956,682 $6,753,676

For Future Discussion Only - Amounts are not Actual

ESTIMATED - Budgeted Expenditures for Overhead/ One Stop / Training

For the Program Year 02 - 03

		Budgeted Expenditures				
		Overhead & One Stop Support Cost				Total Budgeted Expenditures for PY
	Budget for PY '02	Admin	Program	One Stop Direct Cost	Training Cost	'02
Youth Opportunity Grants	10,642,152	1,064,215	1,596,323	0	7,981,614	10,642,152
H - 1B Technical Skill Training	400,000	40,000	60,000	0	300,000	400,000
H - 1B Technical Skill Training-SFIT	750,000	75,000	112,500	0	562,500	750,000
IT Consortium	450,000	45,000	67,500	0	337,500	450,000
Title I Adult	2,162,692	216,269	324,404	281,150	1,340,869	2,162,692
Title I Youth	1,941,278	194,128	291,192	252,366	1,203,592	1,941,278
Title I Dislocated Worker	2,557,226	255,723	383,584	332,439	1,585,480	2,557,226
Title I Rapid Resp.	300,000	30,000	45,000	15,000	210,000	300,000
Youth Crime Prevention	600,000	0	350,000	50,000	200,000	600,000
WIA 15% - SFIT	900,000	90,000	135,000	0	675,000	900,000
WtW-Care givers Int.	200,000	20,000	30,000	0	150,000	200,000
WIA-Care givers Int.	350,000	35,000	52,500	0	262,500	350,000
Labor Market Information Division	58,138	58,138	0	0	0	58,138
Welfare to Work - Formula Grant	500,000	50,000	75,000	0	375,000	500,000
Refugee Targeted Assistance Program (RTAP)	449,092	44,909	0	0	404,183	449,092
Refugee Employment Social Services (RESS)	154,109	15,411	0	0	138,698	154,109
Elder Discretionary 20%	152,064	15,206	0	0	136,857	152,064
Refugee TA Discretionary 20%	35,536	3,554	0	0	31,982	35,536
Refugee Set aside	11,003	1,100	0	0	9,903	11,003
Homeless Employment Collaborative	1,039,313	100,000	60,000	0	879,313	1,039,313
Community Jobs Initiative	591,607	23,000	2,000	0	566,607	591,607
PAES-Support Employ. Program (Local Funds)	655,280	23,000	2,000	0	630,280	655,280
Personal Assisted Employment Services (FSET only)	21,394	2,139	3,209	0	16,046	21,394
Personal Assisted Employment Services (PAES)	653,884	65,388	98,083	0	490,413	653,884
Personal Assisted Employment Services (GF only)	224,722	22,472	33,708	0	168,542	224,722
CalWork ET	883,200	88,320	132,480	124,000	538,400	883,200
Mayor's Office of Community Development	70,000	5,000	65,000	0	0	70,000
Redevelopment Agency - Consortium	500,000	50,000	0	0	450,000	500,000
Redevelopment Agency - Consortium (Set-Aside)	70,000	7,000	0	0	63,000	70,000
Redevelopment Agency - Consortium (Set-Aside)	20,000	2,000	0	0	18,000	20,000
First Source Hiring	875,000	87,500	0	0	787,500	875,000
Children's Fund	254,000	25,000	80,000	0	149,000	254,000
General Funds	102,125	0	0	0	102,125	102,125
MSYP-Donated Funds	35,000	0	0	0	35,000	35,000
Transcend	50,000	25,000	0	25,000	0	50,000
Vacation Fund	2,000	0	0	0	2,000	2,000
GRAND TOTAL	$ 28,660,816	$ 2,779,473	$ 3,999,482	$ 1,079,955	$ 20,801,905	$ 28,660,816

For Future Discussion Only - Amounts are not Actual

Expediture Report on
Budgeted Expenditures with current Obligation
For the period ending May 31, 2003

	Budget for PY '02	Actual Expenditures for PY '02	Unspent Obligations for PY '02	Expended & Obligated Funds for PY '02	Unobligated Funds for PY '02
Youth Opportunity Grants	10,642,152	4,189,854	6,385,291	10,575,145	67,007
H - 1B Technical Skill Training	400,000	157,440	242,560	400,000	0
H - 1B Technical Skill Training-SFIT	750,000	295,200	454,800	750,000	0
T Consortium	450,000	177,120	272,880	450,000	0
Title I Adult	2,162,692	851,236	1,297,615	2,148,851	13,841
Title I Youth	1,941,278	764,087	1,164,767	1,928,854	12,424
Title I Dislocated Worker	2,557,226	1,006,524	1,534,336	2,540,860	16,366
Title I Rapid Resp.	300,000	118,080	181,920	300,000	0
Youth Crime Prevention	600,000	236,160	363,840	600,000	0
VIA 15% - SFIT	900,000	354,240	545,760	900,000	0
VtW-Care givers Int.	200,000	78,720	121,280	200,000	0
VIA-Care givers Int.	350,000	137,760	212,240	350,000	0
abor Market Information Division	58,138	22,883	35,255	58,138	0
Velfare to Work - Formula Grant	500,000	196,800	303,200	500,000	0
Refugee Targeted Assistance Program (RTAP)	449,092	176,763	272,330	449,092	0
Refugee Employment Social Services (RESS)	154,109	60,657	93,452	154,109	0
Elder Discretionary 20%	152,064	59,852	92,212	152,064	0
Refugee TA Discretionary 20%	35,536	13,987	21,549	35,536	0
Refugee Set aside	11,003	4,331	6,672	11,003	0
lomeless Employment Collaborative	1,039,313	409,074	630,240	1,039,313	0
Community Jobs Initiative	591,607	232,857	358,750	591,607	0
AES-Support Employ. Program (Local Funds)	655,280	257,918	397,362	655,280	0
ersonal Assisted Employment Services (FSET only)	21,394	8,421	12,973	21,394	0
ersonal Assisted Employment Services (PAES)	653,884	257,369	396,515	653,884	0
ersonal Assisted Employment Services (GF only)	224,722	88,451	136,271	224,722	0
alWork ET	883,200	347,628	535,572	883,200	0
layor's Office of Community Development	70,000	27,552	42,448	70,000	0
edevelopment Agency - Consortium	500,000	196,800	303,200	500,000	0
edevelopment Agency - Consortium (Set-Aside)	70,000	27,552	42,448	70,000	0
edevelopment Agency - Consortium (Set-Aside)	20,000	7,872	12,128	20,000	0
irst Source Hiring	875,000	344,400	530,600	875,000	0
hildren's Fund	254,000	99,974	154,026	254,000	0
eneral Funds	102,125	40,196	61,929	102,125	0
SYP-Donated Funds	35,000	13,776	21,224	35,000	0
anscend	50,000	19,680	30,320	50,000	0
acation Fund	2,000	787	1,213	2,000	0
GRAND TOTAL	$ 28,660,816	$ 11,282,000	$ 17,269,177	$ 28,551,177	$ 109,638

For Future Discussion Only - Amounts are not Actual

Training Expenditure & Obligations Compared to Total Traning Budgeted

For the period ending May 31, 2003

	Budgeted Training Cost	Actual Training Cost	Expended & Obligated Funds for PY '02	Unobligated Funds for PY '02
outh Opportunity Grants	7,981,614	3,089,854	7,914,607	67,007
- 1B Technical Skill Training	300,000	137,440	300,000	0
- 1B Technical Skill Training-SFIT	562,500	250,200	562,500	0
Consortium	337,500	144,120	337,500	0
itle I Adult	1,340,869	585,236	1,327,028	13,841
itle I Youth	1,203,592	491,087	1,191,168	12,424
itle I Dislocated Worker	1,585,480	696,524	1,569,114	16,366
itle I Rapid Resp.	210,000	23,080	210,000	0
outh Crime Prevention	200,000	168,160	200,000	0
IA 15% - SFIT	675,000	309,240	675,000	0
tW-Care givers Int.	150,000	65,720	150,000	0
IA-Care givers Int.	262,500	119,760	262,500	0
abor Market Information Division	0	0	0	0
elfare to Work - Formula Grant	375,000	161,800	375,000	0
efugee Targeted Assistance Program (RTAP)	404,183	159,763	404,183	0
efugee Employment Social Services (RESS)	138,698	54,657	138,698	0
der Discretionary 20%	136,857	53,852	136,857	0
efugee TA Discretionary 20%	31,982	12,987	31,982	0
efugee Set aside	9,903	4,331	9,903	0
omeless Employment Collaborative	879,313	369,074	879,313	0
ommunity Jobs Initiative	566,607	215,857	566,607	0
AES-Support Employ. Program (Local Funds)	630,280	240,918	630,280	0
ersonal Assisted Employment Services (FSET only)	16,046	7,421	16,046	0
ersonal Assisted Employment Services (PAES)	490,413	202,369	490,413	0
ersonal Assisted Employment Services (GF only)	168,542	64,451	168,542	0
alWork ET	538,400	217,628	538,400	0
ayor's Office of Community Development	0	0	0	0
edevelopment Agency - Consortium	450,000	177,800	450,000	0
edevelopment Agency - Consortium (Set-Aside)	63,000	24,552	63,000	0
edevelopment Agency - Consortium (Set-Aside)	18,000	872	18,000	0
rst Source Hiring	787,500	314,400	787,500	0
hildren's Fund	149,000	75,974	149,000	0
eneral Funds	102,125	40,196	102,125	0
SYP-Donated Funds	35,000	13,776	35,000	0
anscend	0	0	0	0
acation Fund	2,000	787	2,000	0
GRAND TOTAL	$ 20,801,905	$ 8,493,885	$ 20,692,266	$ 109,638

Proposed items for the Finance Committee

Listed below are items that the Finance Committee will be discussing at future meetings.
If there is more items or concers that need to be covered in this committee please let me know so that staff can prepare.

Terms and Definitions

- Carryover
- FIFO
- Obligations
- Expenditures vs. Obligations
- Overhead
  - PIC Admin
  - PIC Operations
- Set Aside Pools
  - Individual Referrals
  - On the Job Training
  - Childcare
  - Transportation
  - PY vs. FY vs. FFY

Plan for the Committee

- Time Line
- "Business Plan"
- RFP Criteria - Audit
- Reports/Charts/Graphs format
  - PIC Awards vs. Expenses
  - PIC Awards vs. Obligation
  - PIC Revenue vs. PIC Expenditures (PIC Overhead)
  - PIC Training Cost vs. Overhead/One Stop Cost
  - Overhead/One Stop Cost
  - Training Cost Budget
  - One Stop Center's Budget
  - One Stop System Budget

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

Please note that the Finance Subcommittee Meeting scheduled for April 21, 2003 is cancelled.

A new date and time have not been set.

Thank you for your immediate attention.

DOCUMENTS DEPT.

APR 18 2003

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WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

SF
94 545
#1
4/30/03

NOTICE OF A PUBLIC MEETING
OF THE
FINANCE SUBCOMMITTEE
OF THE
EXECUTIVE COMMITTEE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

DOCUMENTS DEPT.

APR 25 2003

SAN FRANCISCO
PUBLIC LIBRARY

Date:	Wednesday, April 30, 2003
Time:	2:00 p.m. – 4:00 p.m.
Location:	Auditorium Community College District Office 33 Gough Street San Francisco CA 94103

Copies of materials may be obtained from and/or reviewed at the PIC offices at both of the addresses shown below and on the PIC's website, www.picsf.org.

AGENDA APPEARS ON THE REVERSE SIDE

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Donna Hall, Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724 Fax: 415-554-5163
E-mail: donna_hall@ci.sf.ca.us

Copies of the Sunshine Ordinance can be obtained at the San Francisco Public Library online at the City's Web site at http://www.sfgov.org/bdsupvrs/sunshine.htm

OTHER ACCOMMODATIONS

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

If you require special accommodation due to a disability, please call Roberta Fazande at 415-923-4265 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

Issued: Wednesday, April 23, 2003

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Telephone 415.431.8700 • Fax 415.431-8702
TDD 800.735.2929 (CRS)

PROPOSED AGENDA
FINANCE SUBCOMMITTEE OF THE EXECUTIVE COMMITTEE
WEDNESDAY, APRIL 30, 2003

1. Adoption of the Agenda *(Action Item)*
2. Public Testimony Agenda Items (Discussion Item)
3. Roles and Responsibilities of the Finance Subcommittee (Discussion Item)
4. Overview of Private Industry Council, Inc. (PIC) Funding and Expenditures (Discussion Item)
   A. PIC's Overall Budget/Revenue
   B. PIC's Operational Budget
   C. One Stop Budget
5. 2003 Meeting Calendar (Discussion Item)
6. Public Testimony on Non-Agenda Items (Discussion Item)
7. Future Agenda Items (Discussion Item)
8. Adjournment *(Action Item)*

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MINUTES for a meeting of the FINANCE SUBCOMMITTEE of the EXECUTIVE COMMITTEE April 30, 2003

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Workforce Investment San Francisco's
Local Workforce Investment Board's

The meeting was held in the Auditorium of San Francisco Community College District Office located at 33 Gough Street in San Francisco, California.

See agenda and downloads for this meeting

Members present: Rosalie Bulach, Dwayne Jones, Brian Murphy and Trent Rhorer

Members absent: Curt Kirschner

Staff: Pamela Calloway, Alice Chiu, Cathy deCristofaro, Wes Dixon, Karen Hart, Lucia Hughes, Kimberly Low, Rick Mena, Zenaida Paguirigan, Mike Peters, Marissa PioRoda, Joel Streicker, Judith Villamor and Linda Wong

Public: Donna Feingold, Greg Johnson, Tony Lugo, Shawshi Monroe, Ximena Montes, Vanessa Sacks, and Kevin Stange

The meeting was convened at 2:11 P.M. with a quorum present.

Motion to adopt the agenda
Motion was made by Trent Rhorer and seconded by Rosalie Bulach. Ayes: Rosalie Bulach, Dwayne Jones, and Trent Rhorer. Nays: None. Abstentions: None. Motion passed.

Chair Murphy asked if there was any public testimony on the agenda items. There was none.

Roles and Responsibilities of Finance Subcommittee
Mr. Murphy gave a brief overview of the Finance Subcommittee's roles and responsibilities. This is a new subcommittee of the Executive Committee. Chair Bunim charged the subcommittee to provide oversight and recommendations regarding the finances of the two dimensions of the Workforce Investment San Francisco and the Private Industry Council, Inc. The members of the subcommittee consist of those who are intimately knowledgeable about the operational budget and program budgets of the organization as a whole.

Trent Rhorer wondered if there was going to be any interaction between this subcommittee and the Program Resources Committee. He foresees

that the subcommittee would deal with the various funding streams and delegating it to the appropriate committees.

Rosalie Bulach expressed the need to identify the purpose and function of the Workforce Investment Act. It seems like the focus and funding is for training. In her opinion, the One Stop should be the driving force for the community organizations and workforce development system. She expressed the need to clarify the role of the One Stop, not only in San Francisco but in the nation as well.

Chair Murphy commented that question needs to be discussed and decided by the Board. In legislation, it requires a One Stop, however, funds given by the federal government are labeled training dollars.

Rick Mena urged the subcommittee to think beyond how much money but also how was it spent. Chair Murphy agreed and suggested looking to see what other PIC/WIB are doing.

Private Industry Council, Inc. Funding and Expenditures
Adrian Trujillo gave a brief overview of the preliminary outline of the funds received by the Private Industry Council, Inc -- history and future projections. Adrian shared that the WIA allocations were announced and instead of an anticipated 10% cut, there was an increase of 20%. He also noted that unobligated funds are subject to be rescinded.

Chair Murphy noted a dramatic decline in youth funds. Pamela Calloway informed the subcommittee that the Youth Opportunity Grant is a five-year grant and the amount allocated decreases every year.

Donna Feingold asked if the support services are included in the PIC Administration revenue. Mr. Trujillo replied that those figures are in the training portion.

Dwayne Jones asked that the unobligated funds be reviewed and reallocated by this subcommittee.

Chair Murphy asked that staff bring back different scenarios for the subcommittee's review at he next meeting.

The meeting was adjourned at 3:41 PM.

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Notice of a public meeting of the FINANCE SUBCOMMITTEE of the EXECUTIVE COMMITTEE

Workforce Investment San Francisco's
Local Workforce Investment Board's

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Tuesday, May 6, 2003, 1:00-2:30 p.m.
Auditorium, S.F. Community College District Office, 33 Gough Street, San Francisco

- DOWNLOAD *Indicates agenda items which may be downloaded from this Web site in Adobe Acrobat format.*
- NEW *Indicates agenda items and/or attachments which have been added or updated since the agenda was first published.*
- *Map & directions*

PROPOSED AGENDA
Public testimony will be taken throughout the meeting

1. Adoption of the Agenda (Action Item) DOWNLOAD
2. Public Testimony Agenda Items (Discussion Item)
3. Strategic Budgeting (Discussion Item) DOWNLOAD
4. Overview and Staff Synthesis of PY03-04 WIA Allocations (Action Item) DOWNLOAD
5. Private Industry Council's Corporate Operational Budget (Discussion and Possible Action Item)
6. One Stop System Budgets (Discussion and Possible Action Item)
7. Public Testimony on Non-Agenda Items (Discussion Item)
8. Future Agenda Items (Discussion Item)
9. Adjournment (Action Item)

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MINUTES for a meeting of the FINANCE SUBCOMMITTEE of the EXECUTIVE COMMITTEE May 6, 2003

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Workforce Investment San Francisco's
Local Workforce Investment Board's

The meeting was held in the Auditorium of San Francisco Community College District Office located at 33 Gough Street in San Francisco, California.

See agenda and downloads for this meeting

Members present: Rosalie Bulach, Brian Murphy and Trent Rhorer

Members absent: Dwayne Jones and Curt Kirschner

Staff: Pamela Calloway, Jenny Chen, Alice Chiu, Wes Dixon, Alfredo Fajardo, Karen Hart, Raymond Holland, Lucia Hughes, Cedric Jackson, Roy Li, Kimberly Low, Vince Mammini, Rick Mena, Zenaida Paguirigan, Emma Perez, Mike Peters, Marissa PioRoda, Joel Streicker, Judith Villamor and Linda Wong

Public: Theresa Feeley, Donna Feingold, Greg Johnson, Tony Lugo, Shawshi Monroe, Ximena Montes, Vanessa Sacks, and Kevin Stange

The meeting was convened at 1:10 PM with a quorum present.

Chair Murphy amended the agenda to combine agenda items 5 and 6 as both items relate and influence each other.

Motion to adopt the agenda as amended
Motion was moved by Trent Rhorer and seconded by Rosalie Bulach. Ayes: Rosalie Bulach and Trent Rhorer. Nays: None. Abstentions: None. Motion passed.

Adrian Trujillo gave a brief overview of the Private Industry Council, Inc. operational budget.

Chair Murphy expressed interest in reviewing where there is latitude in the cost associated with program management for development, to gain a better understanding of the administrative costs mandated by the regulations and cannot be reduced. He was interested in seeing where there is flexibility in the administrative costs.

Pamela Calloway stated that it is important that the subcommittee reach its decision today as the training programs start July 1st.

She reviewed the Executive Committee's guidelines for the allocation of WIA funds: allocation of 62% should be the floor for training, allocation for employer directed training should not exceed $300,000, and 13% for One Stop System Support.

She also gave an overview of the four options drafted by staff.

Public Testimony

Theresa Feeley was concerned if there would be other funds to support the customized training program if it wasn't supported by the WIA allocation. She reiterated that there is a required 50% match from the employers in the customized training program.

Donna Feingold noted that poverty is high in San Francisco and referred to the Strategic Five Year Plan.

Tony Lugo proposed a scenario to decide the baseline by using last year's allocation and to table the extra funds and hold more discussion about the priorities of the Board.

Trent Rhorer proposed to set aside the additional dollars and go forth with the Executive Committee recommendations.

Mr. Rhorer suggested that option 1 presented be amended to cap the employer directed training to $300,000, uncapped the One Stop System Support, redistributed the $33,401, and leave the PIC Administration cost at the current funding level.

Chair Murphy suggested the following:

- Remove the $33,401 from the employer directed training (capped at $300,000) and place into job seeker directed training, increasing it to $1,191,438.
- Uncapped One Stop System Support

Trent Rhorer suggested that the subcommittee revisited the PIC administration and program cost.

Motion to adopt the amended recommendation as stated above
Motion was made by Trent Rhorer and seconded by Rosalie Bulach. Ayes: Rosalie Bulach and Trent Rhorer. Nays: None. Abstentions: None. Motion passed.

The meeting was adjourned at 2:30 P.M.

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NOTICE OF A PUBLIC MEETING
OF THE
FINANCE SUBCOMMITTEE
OF THE
EXECUTIVE COMMITTEE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date:	Thursday, June 19, 2003
Time:	2:00 p.m. – 4:00 p.m.
Location:	Children's Council of San Francisco 445 Church Street, Room 120 San Francisco CA 94103

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Issued: Friday, June 13, 2003

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PROPOSED AGENDA
FINANCE SUBCOMMITTEE OF THE EXECUTIVE COMMITTEE
THURSDAY, JUNE 19, 2003

1. Adoption of the Agenda *(Action Item)*
2. Adoption of minutes from the April 30th and May 6th meetings *(Action Item)***
3. Public Testimony Agenda Items (Discussion Item)
4. Private Industry Council's Operational Budget (Discussion and Possible Action Item)*
5. One Stop Funding (Discussion and Possible Action Item)*
6. Public Testimony on Non-Agenda Items (Discussion Item)
7. Future Agenda Items (Discussion Item)
8. Adjournment *(Action Item)*

*Information to follow.

**Information to be emailed to subcommittee members and posted on the website: www.picsf.org.

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MINUTES for a meeting of the FINANCE SUBCOMMITTEE of the EXECUTIVE COMMITTEE June 19, 2003

Workforce Investment San Francisco's
Local Workforce Investment Board's

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The meeting was held in the Auditorium of San Francisco Community College District Office located at 33 Gough Street in San Francisco, California.

See agenda and downloads for this meeting

Members present: Rosalie Bulach, Dwayne Jones, Curt Kirschner, and Brian Murphy

Members absent: Trent Rhorer

Staff: Brenda Brown, Pamela Calloway, Jenny Chen, Alice Chiu, Wes Dixon, Karen Hart, Raymond Holland, Lucia Hughes, Rick Mena, Zenaida Paguirigan, Emma Perez, Robert Schwab and Judith Villamor

Public: Donna Feingold and Tony Lugo

The meeting was convened at 2:10 P.M. with a quorum present.

Motion to adopt the agenda
Motion was made by Rosalie Bulach and seconded by Curt Kirschner. Ayes: Rosalie Bulach, Dwayne Jones, and Curt Kirschner. Nays: None. Abstentions: None. Motion passed.

Motion to adopt the minutes of the April 30, 2003 and May 6, 2003
Motion was made by Brian Murphy and seconded by Rosalie Bulach. Ayes: Rosalie Bulach, Dwayne Jones, and Curt Kirschner. Nays: None. Abstentions: None. Motion passed.

Public testimony on agenda items
Chair Murphy asked if there was public testimony on agenda items. There was none.

Item 4: Operational One Stop Budget
Adrian Trujillo gave a brief overview of the budgeted PIC admin revenue & expenditures for the eleven months ended May 31st, 2003 and the budgeted PIC admin revenue & expenditures from 7/1 through 6/30 for the program years 2001 through 2005. He pointed out that, in the projection, he included proposed grants that are tangible and most likely to be granted.

Chair Murphy commented that he had requested staff to provide information on three elements for the subcommittee to review. He was interested in knowing the difference in the actual anticipated staff expenditures and knowing the precise projection of what is available for redistribution and redirection for things like collective bargaining and planning. In other words, how to spend less money on administration and place more money into training.

Donna Feingold pointed out a decrease in funding in PY 03-04 and an increase of staffing. Mr. Trujillo pointed that that reflects the YOG which decreases in funding but increases in staffing.

Chair Murphy asked that he would like the program costs to be separated from the administrative costs.

Rick Mena noticed the decrease in staffing and yet rent remained the same. Mr. Trujillo explained that there are leases for the space and added that the decrease in staffing is from the YOG program and that rent at the sites are not admin costs but program costs.

Curt Kirschner would like to see separate costs for the YOG and the One Stop.

There was no action taken on this agenda item.

Item 5: One Stop Carryover Funds
Cathy deCristofaro presented an overview of the marketing plan and Emma Perez presented an expenditure plan for the technology project. There was $70,000 set aside for One Stop Marketing and $200,000 set aside for One Stop Technology.

Adrian Trujillo explained the carryover amount reflects what is spent as of April 30, 2003 against the budgeted amount.

Brian Murphy asked, of the $70,000 for marketing, how much is spent. Ms. deCristofaro replied that none have been spent.

Chair Murphy pointed out the project is in the early stages with a limited amount of resources and have not committed any money in contracts, which is in danger of being recaptured if not spent by June 30, 2003. Mr. Murphy encouraged and directed staff to commit or obligate the dollars by June 30, 2003.

Dwayne Jones suggested that a letter be written to request for an extension to spend the dollars.

Rosalie Bulach suggested that if the funds do not get obligated in 10 days then redistribute the funds to training.

Motion to expend or obligate the $70,000 set aside for marketing as soon as possible
Motion was made by Brian Murphy and seconded by Curt Kirschner. Ayes: Rosalie Bulach, Dwayne Jones, and Curt Kirschner. Nays: None. Abstentions: None. Motion passed.

Curt Kirchsner asked that the subcommittee be aware if there is a possibility of funds being recaptured.

Emma Perez presented an expenditure plan for the technology project. There was $200,000 set aside for the technology project and $45,000 have been obligated. To obligate all of the funds, the swipe card system would be expanded to the other two Centers -- Southeast and Civic Center.

Rick Mena asked which consultant would expand the system. Ms. Perez replied that Winsor & Associates would expand the fast track system.

Motion to expend or obligate the remainder of $200,000 set aside for technology as soon as possible
Motion was made by Rosalie Bulach and seconded by Curt Kirschner. Ayes: Rosalie Bulach, Dwayne Jones, and Curt Kirschner. Nays: None. Abstentions: None. Motion passed.

Chair Murphy said at the next meeting, the subcommittee would be reviewing a cost analysis of the Private Industry Council administration and what availability of funds there are.

Motion to adjourn the meeting
Motion as made by Dwayne Jones and seconded by Rosalie Bulach. Ayes: Rosalie Bulach, Dwayne Jones, and Curt Kirschner. Nays: None. Abstentions: None. Motion passed.

Meeting was adjourned at 3:45 P.M.

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NOTICE OF A PUBLIC MEETING
OF THE
FINANCE SUBCOMMITTEE
OF THE
EXECUTIVE COMMITTEE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date:	Tuesday, September 23, 2003
Time:	9:00 a.m. – 11:00 a.m.
Location:	Community College District Office Auditorium 33 Gough Street San Francisco CA 94103

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Issued: Thursday, September 18, 2003

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PROPOSED AGENDA
FINANCE SUBCOMMITTEE OF THE EXECUTIVE COMMITTEE
TUESDAY, SEPTEMBER 23, 2003

1. Adoption of the Agenda *(Action Item)*
2. Adoption of minutes from the June 19 meeting *(Action Item)**
3. Public Testimony on all matters pertaining to the closed session (Discussion Item)
4. Closed Session Pursuant to Government Code § 54957 San Francisco Administrative Code § 67.10(e):
   A. Instructions to designated representatives regarding matter within the scope of audit review
5. Reconvene in open session
   A. Vote to elect whether to disclose any or all discussions held in closed session (S.F. Adm. C. §67.12(a).) (*Action Item*)
   B. Possible report on actions taken in closed session (Govt C.§54957.1(a)(2) and S.F. Adm. C.§67.12(b)(2).) (*Action Item*)
6. Public Testimony Agenda Items (Discussion Item)
7. Audit Report for Two Years ending 6/30/01 (Action Item)**
8. Cost per Unit Analysis for PIC Overhead (Discussion Item)
9. One Stop Cost Sharing Agreement (Discussion Item)
10. Public Testimony on Non-Agenda Items (Discussion Item)
11. Future Agenda Items (Discussion Item)
12. Adjournment *(Action Item)*

*Information enclosed.

**Information sent to Finance Subcommittee only.

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The meeting was held in the Auditorium of San Francisco Community College District Office located at 33 Gough Street in San Francisco, California.

See *agenda and downloads* for this meeting

Members present: Dwayne Jones, Curt Kirschner, and Brian Murphy

Members absent: Rosalie Bulach and Trent Rhorer

Staff: Pamela Calloway, Alice Chiu, Wes Dixon, Raymond Holland, Kimberly Low, Marissa Pio Roda, and Adrian Trujillo

Public: Megan Foster, Garry Grady, Robert Izabal, Tony Lugo, and Tom Ryan

The meeting was convened at 9:35 A.M. with a quorum present.

Motion to adopt the agenda
Motion was made by Curt Kirschner and seconded by Dwayne Jones.
Ayes: Curt Kirschner and Dwayne Jones. Nays: None. Abstentions: None.
Motion passed.

Motion to adopt the minutes of the June 19, 2003 meeting
Motion was made by Curt Kirschner and seconded by Dwayne Jones.
Ayes: Curt Kirschner and Dwayne Jones. Nays: None. Abstentions: None.
Motion passed.

Closed session
Chair Murphy asked if there was public testimony for the Closed Session. There was none.

The Subcommittee adjourned to Closed Session at 9:41 A.M. and reconvened at 10:00 A.M. in Open Session.

Motion not to disclose Closed Session
Motion was made by Dwayne Jones and seconded by Curt Kirschner.
Ayes: Curt Kirschner and Dwayne Jones. Nays: None. Abstentions: None.
Motion passed.

Chair Murphy asked if there was any public testimony on the agenda items. There was none.

Item 7: Audit Report
Robert Izabal presented an overview of the two-year audit report, ending June 30, 2001. He commented that there were no major adjustments to the report, considered a "clean report". He noted that the report is a draft, pending with two litigations.

Chair Murphy asked if whether or not there are adequate systems or process in place that would ensure timely reconciliation of bank statements and costs. Mr. Trujillo replied that there is a new system in place.

Curt Kirschner commented that it is not acceptable for this to be so late and added that audits should be completed in a timely manner.

Chair Murphy said he would accept the audit, understanding that future audits be completed in a timely manner.

Looking at the finding in the summary, Curt Kirschner asked why does the findings carry over to the next audit. Robert Izabal replied that it is in past practice that the audit included past findings.

Motion to accept the audit
Motion was made by Trent Rhorer and seconded by Curt Kirschner. Ayes: Curt Kirschner and Dwayne Jones. Nays: None. Abstentions: None. Motion passed.

Pamela Calloway added that PIC would move forward to complete the 2003 audit by March 2004.

Curt Kirschner asked for a clarification of PIC, Inc: is it a private nonprofit or a governmental entity. He added that an answer to that question is fundamental and is needed to know and understand which laws apply.

Item 8: Cost Per Unit Analysis
Adrian Trujillo gave an update on the status of the cost per unit for PIC Overhead project. At the final stage, he hoped to provide a snapshot of what each funding source cost and to justify the WIA 15% set aside.

Chair Murphy commented that it is hard to see "hidden stories" from the grid. He added that the format is good but the formulas needed to be corrected.

Trent Rhorer asked if this analysis based on time study. Mr. Trujillo confirmed that. Mr. Rhorer suggested marking "draft".

Chair Murphy added that it would be helpful to know how many participants per contract.

Item 9: One Stop Cost Sharing Agreement
Mr. Trujillo informed the Subcommittee that he has been asking all the One Stop Partners for their One Stop contributions so that he can figure out the cost of the One Stop System. He showed a breakdown of costs between the PIC, Inc. and the WIB, reflecting the WIA 13% set aside.

Chair Murphy suggested including in parentheses for funds that have been transferred between the Partners.

Motion to adjourn the meeting
Motion was made by Curt Kirschner and seconded by Brian Murphy. Ayes: Curt Kirschner and Dwayne Jones. Nays: None. Abstentions: None. Motion passed.

The meeting was adjourned at 11:10 A.M.

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OF THE
EXECUTIVE COMMITTEE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date:	Thursday, October 2, 2003
Time:	10:00 a.m. – 12:00 noon
Location:	Community College District Office Conference Room (next to auditorium) 33 Gough Street San Francisco CA 94103

Copies of materials may be obtained from and/or reviewed at the PIC offices at both of the addresses shown below and on the PIC's website, www.picsf.org.

AGENDA APPEARS ON THE REVERSE SIDE

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

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Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724 Fax: 415-554-5163
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Issued: Thursday, September 25, 2003

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Telephone 415.431.8700 • Fax 415.431-8702
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PROPOSED AGENDA
FINANCE SUBCOMMITTEE OF THE EXECUTIVE COMMITTEE
THURSDAY, OCTOBER 2, 2003

1. Adoption of the Agenda *(Action Item)*
2. Design and Selection Criteria for the 2003 Audit (Action Item)*
3. Update on One Stop Cost Allocation Plan (Discussion Item)
4. Update on Unit Cost Project (Discussion Item)
5. Updated PIC, Inc. Budget and Costs (Discussion Item)
6. Public Testimony on Non-Agenda Items (Discussion Item)
7. Future Agenda Items (Discussion Item)
8. Adjournment *(Action Item)*

Public Testimony on agenda items will be taken throughout the meeting.

*Information enclosed.

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
creating
employment
opportunities

MEMORANDUM

TO: Finance Subcommittee **Date:** September 26, 2003

FROM: Adrian Trujillo, Controller

SUBJECT: Options for Criteria for the 2003 Audit

Enclosed are two options for scoring criteria for the selection of a CPA firm to perform the audit for the two years ended June 30, 2003.

The first option was used four years ago in selecting our auditor. The Board of Directors of the San Francisco Industry Council (the predecessor to the current Executive Committee of the Workforce Investment San Francisco Board) asked the selection workgroup to include points for local minority or women owned firms for selecting an auditor.

The second option redirects five points from the "Price of audit" to a new criterion identified as "Local minority or women owned firm".

Please select the first, second or your own option for selecting the next auditor for the two years ended June 30, 2003.

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Audit Proposal Evaluation

Option 1:

A. Responsiveness of proposal in clearly stating an understanding of the work to be performed (audit coverage, realistic time estimates of each major segment of the work plan and the estimated number of hours for each staff assigned to audit, overall response to the RFP) 30

B. Technical experience of firm (recent experience auditing federal, state, and county grants such as Department of Labor, Health and Human Services, refugee, homeless, programs, etc., experience in auditing private nonprofit organizations in California). 15

C. Qualifications of staff to be assigned to the audit (organization and composition of the audit team, qualification and experience of audit team, supervision to be exercised over the audit team by firm's senior management, organization size and structure of office from which the work will be done) 30

D. Price of audit 25

100

Option 2:

A. Responsiveness of proposal in clearly stating an understanding of the work to be performed (audit coverage, realistic time estimates of each major segment of the work plan and the estimated number of hours for each staff assigned to audit, overall response to the RFP) 30

B. Technical experience of firm (recent experience auditing federal, state, and county grants such as Department of Labor, Health and Human Services, refugee, homeless, programs, etc., experience in auditing private nonprofit organizations in California). 15

C. Qualifications of staff to be assigned to the audit (organization and composition of the audit team, qualification and experience of audit team, supervision to be exercised over the audit team by firm's senior management, organization size and structure of office from which the work will be done) 30

D. Price of audit 20

E. Local minority or woman owned firm 5

100

Workforce Investment San Francisco
PRIVATE INDUSTRY COUNCIL
of San Francisco
creating employment opportunities

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MINUTES for a meeting of the FINANCE SUBCOMMITTEE of the EXECUTIVE COMMITTEE October 2, 2003

Workforce Investment San Francisco's
Local Workforce Investment Board's

The meeting was held in the Auditorium of San Francisco Community College District Office located at 33 Gough Street in San Francisco, California.

See agenda and downloads for this meeting

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Members present: Dwayne Jones, Curt Kirschner, and Brian Murphy

Members absent: Rosalie Bulach and Trent Rhorer

Staff: Pamela Calloway, Alice Chiu, Wes Dixon, Raymond Holland, Zenaida Paguirigan, Robert Schwab, Adrian Trujillo, and Judith Villamor

Public: Don Hesse

The meeting was convened at 10:40 A.M. with a quorum present.

Chair Brian Murphy tabled Agenda Item 4, Unit Cost Project Update. While the mathematical errors were corrected, the project is still too premature to be discussed.

With Agenda Item 5, PIC, Inc. Budget and Costs, Chair Murphy pointed out that the information was for reference only and no discussion is necessary.

Motion to adopt the agenda
Motion was made by Dwayne Jones and seconded by Curt Kirschner. Ayes: Dwayne Jones and Curt Kirschner. Nays: None. Abstentions: None. Motion passed.

Chair Murphy asked if there was any public testimony on the agenda items. There was none.

Item 2: RFP for 2003 Audit
Chair Murphy presented a brief overview of the design and selection criteria for the selection of a CPA firm to perform the audit for the two years ended June 30, 2003. There were two options. The first option was to use the same criteria from four years ago. The second option was to redirect five points from the "price of audit" to a new criterion, "local minority or women owned firm".

Motion to adopt Option Two
Motion was made by Dwayne Jones and seconded by Curt Kirschner. Ayes: Dwayne Jones and Curt Kirschner. Nays: None. Abstentions: None. Motion passed.

There was no public testimony on this agenda item.

Item 3: One Stop Cost Allocation Update
Chair Murphy updated the Subcommittee on the One Stop cost allocation plan, showing a minor adjustment. The plan now shows an additional picture of where the revenue flows from what funding stream. Department of Human Services contribution still needs to be broken down.

Curt Kirschner asked if the "unknown" would be answered. Mr. Trujillo replied that there would be a meeting with the One Stop Partners on Monday to identify that line item.

Brian Murphy suggested that under "expenses", "admin costs" be changed to something else and added that it seems obscured and misleading. Mr. Trujillo replied that the form is required by the state government but added that he will be more specific.

There was no public testimony on this agenda item.

Item 5: PIC, Inc. Budget and Costs Update
Curt Kirschner asked what was the reason for delay finalizing in the 2001-02 budget. Mr. Trujillo replied that not all invoices were collected from the Department of Human Services.

The meeting was adjourned at 10:52 A.M.

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@PIC (contacting, meetings, jobs & more)

Revised 11/3/03

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

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NOTICE OF A PUBLIC MEETING
OF THE
FINANCE SUBCOMMITTEE
OF THE
EXECUTIVE COMMITTEE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

11-03-03A10:17 RCVD

Date:	Thursday, November 6, 2003
Time:	2:00 p.m. – 4:00 p.m.
Location:	Community College District Office Auditorium 33 Gough Street San Francisco CA 94103

Copies of materials may be obtained from and/or reviewed at the PIC offices at both of the addresses shown below and on the PIC's website, www.picsf.org.

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Issued: Friday, October 31, 2003

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PROPOSED AGENDA
FINANCE SUBCOMMITTEE OF THE EXECUTIVE COMMITTEE
THURSDAY, NOVEMBER 6, 2003

1. Adoption of the Agenda *(Action Item)*
2. Adoption of minutes from the September 23 and October 2 meetings *(Action Item)**
3. Public Testimony on all matters pertaining to the closed session (Discussion Item)
4. Closed Session Pursuant to Government Code § 54957 San Francisco Administrative Code § 67.10(e):
   A. Instructions to designated representatives regarding matter within the scope of labor negotiations
5. Reconvene in open session
   A. Vote to elect whether to disclose any or all discussions held in closed session (S.F. Adm. C. §67.12(a).) (*Action Item*)
   B. Possible report on actions taken in closed session (Govt C.§54957.1(a)(2) and S.F. Adm. C.§67.12(b)(2).) (*Action Item*)
6. Public Testimony Agenda Items (Discussion Item)
7. Update on RFQ for Auditing Services (Discussion Item)
8. Update on PIC Budget (Discussion Item)
9. One Stop Cost Sharing Plan Update (Discussion Item)
10. 2004 Meeting Dates *(Action Item)**
11. Public Testimony on Non-Agenda Items (Discussion Item)
12. Future Agenda Items (Discussion Item)
13. Adjournment *(Action Item)*

*Information enclosed.

Workforce Investment San Francisco
Finance Subcommittee
2004 Meeting Dates*

Thursday, January 8, 2004

2:00 p.m. – 4:00 p.m.

Thursday, April 1, 2004

2:00 p.m. – 4:00 p.m.

Thursday, May 6, 2004

2:00 p.m. – 4:00 p.m.

Thursday, June 3, 2004

2:00 p.m. – 4:00 p.m.

Thursday, July 8, 2004

2:00 p.m. – 4:00 p.m.

Thursday, October 7, 2004

2:00 p.m. – 4:00 p.m.

Meeting Location:

City College of San Francisco District Office
Auditorium
33 Gough Street
San Francisco, CA 94103

*Dates are subject to change. Please refer to www.picsf.org for most recent updates.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

MINUTES OF THE
NOVEMBER 6, 2003 MEETING OF THE
FINANCE SUBCOMMITTEE OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Executive Com...

The meeting was held in the Auditorium of San Francisco Community College District Office located at 33 Gough Street in San Francisco, California 94103.

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PRESENT:
Rosalie Bulach, Curt Kirschner, Brian Murphy and Trent Rhorer

ABSENT:
Dwayne Jones

PIC STAFF:
Cheryl Bertrand, Pamela Calloway, Kimberly Low, Rick Mena, Zenaida Paguirigan, Michael Peters, Jeffrey Scarcello, Robert Schwab, Adrian Trujillo and Judith Villamor

PUBLIC (AS EDVIDENCED BY SIGN-IN SHEET):
Donna Feingold

The meeting was convened at 2:05 AM with a quorum present.

Motion to adopt the agenda was made by Rosalie Bulach and seconded by Curt Kirschner.
Ayes: Rosalie Bulach, Curt Kirschner and Trent Rhorer
Nays: None
Abstentions: None
Motion passed.

Motion to adopt the minutes of the September 23, 2003 and October 2, 2003 meetings was made by Trent Rhorer and seconded by Curt Kirschner.
Ayes: Rosalie Bulach, Curt Kirschner and Trent Rhorer
Nays: None
Abstentions: None
Motion passed.

Chair Murphy asked if there was any public testimony on the Closed Session agenda item. There was none.

The Finance Subcommittee recessed into Closed Session at 2:10 PM. They reconvene in Open Session at 2:50 PM.

Motion to not disclose the discussion from Closed Session was made by Curt Kirschner and seconded by Rosalie Bulach.
Ayes: Rosalie Bulach, Curt Kirschner and Trent Rhorer
Nays: None
Abstentions: None
Motion passed.

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Item 7 – RFQ for Auditing Services Update
Adrian Trujillo briefly updated the Finance Subcommittee on the status of the RFQ for an auditor. The RFQ went out and Mr. Trujillo is in process of selecting candidates for a review team. So far, Dave Curto of DHS and Wes of PIC have been selected and confirmed. A member of the Finance Subcommittee will need to be selected. The review team's recommendation will be brought to the Subcommittee for approval at their next meeting.

Chair Murphy recommended Dwayne Jones to participate on the review team.

There was no public testimony on this agenda item.

Item 8 – PIC Budget Update
Mr. Trujillo briefly updated the Subcommittee on the Private Industry Council, Inc.'s budget. The first handout provided a snapshot of the Private Industry Council's internal budget, which is $7.7 million this year (the overall agency budget is $30 million). It also showed last year's actuals, budget for the current year, and the quarterly expenditures.

Chair Murphy commented that is would be helpful to know consequences of the expiring YOG funds (should separate program costs from administrative costs). He also suggested that Mr. Trujillo only provide "red flags" if certain program costs don't have adequate expenditures (instead of providing updates on all program costs).

Item 9 – One Stop Cost Allocation Plan Update
Mr. Trujillo presented an overview of the One Stop cost sharing allocation plan. He shared that there has been progress with the project. Staff met with the One Stop Partners, who had budgets, expenditures and a plan on how to spend the money, came to terms on certain things such as how to allocate costs. Mr. Trujillo provided a draft cost allocation plan and explained how the draft plan was derived.

Chair Murphy wanted to see a clearer picture of what the shared costs were.

Item 10 – 2004 Meeting Dates
Adrian Trujillo presented an overview of the meetings dates for next year.

Chair Murphy tabled the agenda item since the dates do not work.

Motion to adjourn the meeting was made by Curt Kirschner and seconded by Rosalie Bulach.
Ayes: Rosalie Bulach, Curt Kirschner and Trent Rhorer
Nays: None
Abstentions: None
Motion passed.

The meeting was adjourned at 3:52 PM.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A PUBLIC MEETING
OF THE
FINANCE SUBCOMMITTEE
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Date:	Thursday, December 4, 2003
Time:	3:30 p.m. – 5:00 p.m.
Location:	Community College District Office Auditorium 33 Gough Street San Francisco CA 94103

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Issued: Wednesday, November 26, 2003

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PROPOSED AGENDA
FINANCE SUBCOMMITTEE OF THE EXECUTIVE COMMITTEE
THURSDAY, DECEMBER 4, 2003

1. Adoption of the Agenda *(Action Item)*
2. Adoption of minutes from the November 6, 2003 meeting *(Action Item)***
3. Recommendation for the Audit Services of the Private Industry Council, Inc. *(Action Item)**
4. One Stop Cost Allocation Plan *(Action Item)**
5. Proposed 2004 Meeting Dates *(Action Item)**
6. Public Testimony on Non-Agenda Items (Discussion Item)
7. Future Agenda Items (Discussion Item)
8. Adjournment *(Action Item)*

Public testimony on agenda items will be taken throughout the meeting.

*Information enclosed.

** Information to be sent.

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
creating employment opportunities

MEMORANDUM

TO: FINANCE SUBCOMMITTEE **DATE:** NOVEMBER 26, 2003

FROM: ADRIAN TRUJILLO, CONTROLLER

SUBJECT: RECOMMENDATIONS FOR AUDIT SERVICES OF THE PRIVATE INDUSTRY COUNCIL OF SANFRANCISCO, INC.

Three proposals were received by the November 14, 2003 deadline in response to the Request For Quotes (RFQ) issued October 29, 2003. Each proposal was read and scored by all three members of the Review Task Force. The reviewers were Nicholas L. de Lorenzo, Project Director at the National Council of the Aging (NCOA) and a member of the Workforce Investment San Francisco (WISF) Board., David Curto, Senior Contract Manager at the San Francisco Department of Human Services (DHS) and Joel Streicker, staff of the Private Industry Council of San Francisco, Inc. (PIC).

The three proposals were from Izabal, Bernaciak & Company (San Francisco), Harrington Group (San Rafael) and Lautze & Lautze (San Francisco).

On November 25, 2003 each reviewer scored the proposal based on points assigned to five categories that the Finance Subcommittee approved on November 6, 2003. The reviewers wrote a brief summary of their scoring of each proposal.

The range of the proposal prices was from $22,500 to $32,000 and was supported by adequate *Quality Review Reports* as established by the Peer Review Board of the AICPA (American Institute of Certified Public Accountants).

Izabal, Bernaciak & Company received a score from the Review Task Force of 95, while the other two proponents received scores of 78 out of a possible 100 points.
While the bid of $28,500 from Izabal, Bernaciak & Company was not the lowest, factors such experience in Workforce Investment type funding, past history and a reasonable estimate of cost and proposed hours was the key for the selection of this proposal.

The Review Task Force recommends Izabal, Bernaciak & Company to be awarded the contract of auditing service for the PIC. Upon mutual agreement of both parties, this audit contract may be extended for thee years. If the Executive Committee approves this recommendation at its January 9, 2004 meeting, the work of the auditor will commence after a contract or letter of intent has been executed.

Enclosed is a copy of the "Audit Service Request for Quotes " and summaries.

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PRIVATE INDUSTRY COUNCIL
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AUDIT SERVICES
REQUEST FOR QUOTES (RFQ)

The Private Industry Council of San Francisco, Inc. (PIC), a 501(c)(3) nonprofit organization, is seeking professional services for audit services in accordance with:

1. The Single Audit Act of 1984 (P.L. 98-502).
2. Applicable auditing standards set forth in Government Auditing Standards issued by the Controller General of the United States and Statements of Auditing Standards published by the American Institute of Certified Public Accountants.
3. The Workforce Investment Act (WIA) and the Welfare-to-Work (WtW) Grant provisions of Title IV, Part A, of the Social Security Act.
4. Audits of States, Local Governments, and Non-Profit Institutions (OMB Circular A-133)
5. Schedule of Funds (Exhibit A)

The PIC is the local grant recipient for WIA grant funds allocated to the Local Workforce Investment Area. The PIC is designated by the City & County of San Francisco as the local grant subrecipient for WIA funds for the purpose of assisting in the administration of the WIA grant funds and acting as staff to the Workforce Investment San Francisco Board, appointed by the Mayor to administer and maintain oversight for WIA funds. The PIC is also the grant subrecipient on behalf of the City and County of San Francisco for WtW funds. Most of the funds are subcontracted to other organizations to provide employment and training services to job seekers and employers in the City & County of San Francisco with the remaining funds being used for operational expenses of the PIC.

The period of the audit is from July 1, 2001 to June 30, 2003. The audit must begin by January 5, 2004. A draft audit report must be received no later than February 15, 2004. The final audit report must be completed by March 15, 2004. The PIC will require approximately 10 copies of the final audit report.

Bidders must submit one originally signed copy and five (5) copies of the quote. The quotes must be received no later than 5:00 p.m. November 14, 2003 at the PIC office, 745 Franklin Street, Suite 200, San Francisco, CA 94102. No quote will be accepted after the due date and time. If the quote is mailed it must be received by the specified deadline regardless of the postmark.

Written receipts will be provided for all hand-delivered quotes. Receipts will not be issued to quotes received by mail.

At the discretion of the PIC, this audit contract may be extended for two additional two-year periods.

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The cost for the option period will be agreed upon by PIC and the contractor and will be based upon the same approximate cost per thousand dollars of audited expenditures as the contract for the initial year.

All questions, technical or otherwise, concerning this request for quote should be submitted to Adrian Trujillo, Controller, or Susan Lau, Assistant Controller, at the above address via fax (415) 923-6966 or e-mail (411@picsf.org). As soon as a response is prepared it will be faxed back or e-mailed to the originator of the question. The question and response will be also be posted on the PIC's web site (www.picsf.org) as soon as possible in a question and answer format. Questions must be submitted in written form to enable all potential proponents to have access to all information.

Any other communication or attempted communication concerning the RFQ by a bidder or agent of a bidder to any person employed by PIC (other than the contact persons) or to any member or members of the WISF Board shall be grounds for immediate disqualification of the bidder.

For more detailed information about the PIC, please visit our website at *www.picsf.org.*

A. EVALUATION CRITERIA

Quotes will be evaluated based on the following criteria:

1. Responsiveness of proposal in clearly stating an understanding of the work to be performed (audit coverage, realistic time estimates of each major segment of the work plan and the estimated number of hours for each staff assigned to audit, overall response to the RFP) 30
2. Technical experience of firm (recent experience auditing federal, state, and county grants such as Department of Labor, Health and Human Services, refugee, homeless, programs, etc., experience in auditing private nonprofit organizations in California) 15
3. Qualifications of staff to be assigned to the audit (organization and composition of the audit team, qualification and experience of audit team, supervision to be exercised over the audit team by firm's senior management, organization size and structure of office from which the work will be done) 30
4. Price of audit 20
5. Local minority or woman owned firm 5

TOTAL **100**

B. RESPONSE TO RFQ

The following outline should be used as a general guideline for the quote.

1. Letter of transmittal – Limit to one page
   a. Briefly state the bidder's understanding of the work to be done and make a positive commitment to perform the work within the time period.
   b. State the all-inclusive fee for which the work will be done.
   c. State the names of the persons who will be authorized to make representations for the bidder, their titles, addresses, email addresses and telephone numbers.
   d. State that the person signing the letter will be authorized to bind the bidder.

2. Two page PIC Form (attached)

3. Profile of the bidder
   a. State whether the firm is local, regional, national or international.
   b. State whether the firm is a local minority and/or women owned audit firm and why it qualifies for these classifications.
   c. State the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.

4. Qualifying Criteria – Failure to provide all of the following information will disqualify the quote.
   a. Affirm that the bidder is a properly licensed Certified Public Accountant and include the license number for the owner or partner responsible for the audit.
   b. Affirm that the bidder meets the independence standards of the Government Auditing Standards.
   c. Affirm that the audit will be conducted in accordance with the Workforce Investment Act, the Single Audit Act of 1984 (P.L. 98-502), and Audits of States, Local Governments, and Non-Profit Institutions (OMB Circular A-133).
   d. Affirm that the bidder does not have a record of substandard work and submit a copy of your most recent peer review.
   e. Specify that the working papers will be retained for a least three years (more if necessary).
   f. Specify that the working papers will be available for examination by authorized representatives of the California Employment Development Department/Audit Division, federal audit agency, City & County of San Francisco and PIC.

5. Summary of the Bidder's Qualifications
   a. Identify the supervisor(s) who will work on the audit, including staff from other than the local office. Resumes including relevant experience and continuing education for each supervisory person to be assigned to the audit should be included.
   b. Describe the recent local and regional office auditing experience similar to the type of audit requested. Provide references for three of the audits listed. Include the telephone number and name of the person responsible for your client's audit.

6. Bidder's Approach to the Examination – Submit a work plan to accomplish the scope of the audit.

   The estimated amount of funds to be audited is listed in the attached Schedule of Funds. The work plan should state the following:

   a. The start and completion dates of the audit.
   b. The estimated hours of each staff level to be assigned to each area of the audit. The planned used of specialists should be specified.
   c. That a detailed list of schedules and documentation required by the Contractor will be submitted to PIC no later than two weeks prior to the start of fieldwork.

d. Other appropriate information.

7 Compensation
State the estimated total hours and hourly rates required, by staff classification, as well as any other costs and the resulting all-inclusive maximum fee for which the requested work will be done.

8. Additional Data
Since the preceding sections are to contain only data that is specifically requested, any additional information considered essential to the quote should be included in this section. The bidder's general information publications, such as directories or client lists, should not be included unless specifically requested. If there is no additional information to present, state, "There is no additional information we wish to present."

Failure to adequately present the above information may adversely affect the evaluation of your quote.

C. OTHER CONTRACTUAL CONSIDERATIONS

1. The Contractor shall maintain total actual audit hours spent on the audit and make such information available to the EDD/Audit Division, federal audit agencies, City & County of San Francisco and PIC.
2. The Contractor shall be available for meetings or discussions to resolve issues and problems during the course of the work.
3. The Contractor will allow PIC staff a reasonable timeframe to respond to requests for documentation and assistance.
4. The Contractor will be required to prepare the various reports included in the audit report, including footnotes, compliance statements, etc. from the data in the PIC's financial system and with the assistance of the PIC staff. The PIC uses the American Fundware fund accounting system.
5. The Contract may be amended by mutual agreement of the parties, in writing.
6. The Contract is not assignable by the Contractor whether in whole or in part without the prior written consent of the PIC.

D. METHOD OF PAYMENT

1. Progress payments of up to 80% of the contract amount will be made based upon invoices submitted to the PIC by the Contractor. The Contractor's invoice must indicate the number of hours and hourly rate by staff classification being charged to the audit and any other charges allowed by the contract. Payment will be made on a monthly basis to the Contractor within 30 days of receipt and approval of the invoice. PIC shall retain an amount equal to 20 percent of the contract pending satisfactory and timely completion of the entire contract.
2. The Schedule of Funds represents expenditures recorded from July 1, 2001 to June 30, 2003 as of June 2003. Expenditures will be finalized by November 15, 2003. Bidders should allow for additional expenditures when preparing their quote.

E. QUOTE PROCESS

1. Quotes submitted by the deadline will be reviewed for qualifying criteria.

2. Quotes not meeting the minimum qualifications will be disqualified.
4. A recommendation of award will be made to the President of the PIC by review team. Notification of President's decision will be sent to all bidders.
5. Applicants have the right to appeal the recommended award only if WIA or PIC procurement procedures have been violated. The appeal must be submitted in writing and must describe in detail, citing the section, how this RFQ process violated WIA or PIC procurement procedures.

Proponent **HARRINGTON GROUP** Proposal Number: **01**

1.	Responsiveness of proposal in clearly stating an understanding of the work to be performed (audit coverage, realistic time estimates of each major segment of the work plan and the estimated number of hours for each staff assigned to audit, overall response to the RFP) 30	24
2.	Technical experience of firm (recent experience auditing federal, state, and county grants such as Department of Labor, Health and Human Services, refugee, homeless, programs, etc., experience in auditing private nonprofit organizations in California) 15	11
3.	Qualifications of staff to be assigned to the audit (organization and composition of the audit team, qualification and experience of audit team, supervision to be exercised over the audit team by firm's senior management, organization size and structure of office from which the work will be done) 30	23
4.	Price of audit 20	15
5.	Local minority or woman owned firm 5	5
		78
	TOTAL	

Notes of Review Task Force:

Great reputation, great experience, pricing is within ballpark and would do a very good job.

Too few hours for project and no detailed timeline.

Proponent IZABAL, BERNACIAK & COMPANY Proposal Number: 02

1. Responsiveness of proposal in clearly stating an understanding of the work to be performed (audit coverage, realistic time estimates of each major segment of the work plan and the estimated number of hours for each staff assigned to audit, overall response to the RFP) 30 28

2. Technical experience of firm (recent experience auditing federal, state, and county grants such as Department of Labor, Health and Human Services, refugee, homeless, programs, etc., experience in auditing private nonprofit organizations in California) 15 14

3. Qualifications of staff to be assigned to the audit (organization and composition of the audit team, qualification and experience of audit team, supervision to be exercised over the audit team by firm's senior management, organization size and structure of office from which the work will be done) 30 30

4. Price of audit.....20 18

5. Local minority or woman owned firm 5 5

95

TOTAL ____

Notes of Review Task Force:

Has experience, knows many how hours to complete audit. Pro bono discount is a marketing tool. No credit given. Past performance is not an issue.

Technical experience was well demonstrated. Adequate senior staff. Total amount of time dedicated to project was high. Detailed timeline suggested good grasp of task to be done.

Overall response was very clear. Price may not be the lowest but I feel we will get highest quality of product from this firm.

Proponent **LAUTZE AND LAUTZE** Proposal Number: **03**

1.	Responsiveness of proposal in clearly stating an understanding of the work to be performed (audit coverage, realistic time estimates of each major segment of the work plan and the estimated number of hours for each staff assigned to audit, overall response to the RFP) 30	23
2.	Technical experience of firm (recent experience auditing federal, state, and county grants such as Department of Labor, Health and Human Services, refugee, homeless, programs, etc., experience in auditing private nonprofit organizations in California) 15	10
3.	Qualifications of staff to be assigned to the audit (organization and composition of the audit team, qualification and experience of audit team, supervision to be exercised over the audit team by firm's senior management, organization size and structure of office from which the work will be done) 30	25
4.	Price of audit 20	17
5.	Local minority or woman owned firm 5	3
		78
	TOTAL	

Notes of Review Task Force:

Pricing hours does not appear to be efficient. References are not indicative of the type and complexity of the PIC.

Some question about depth of experience in this type of audit. Lack of detail in timeline for completing project.

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
creating employment opportunities

MEMORANDUM

TO: Finance Subcommittee **DATE:** November 26, 2003

FROM: Adrian Trujillo AT

SUBJECT: One Stop Cost Allocation Plan

Enclosed are schedules and worksheets for the One Stop System based on space allocation of workstations in the One Stop System at I will discuss on our December 4, 2003 meeting. The budgets attached include estimates from the partners on the cost of maintaining a One Stop System for the fiscal year ended June 30, 2004.

Even though the partners and the dollar amounts may change though out the year, I am asking for your approval to adopt a cost allocation plan to incorporate in the One Stop Memorandum of Understanding.

I will go into some detail on this cost allocation plan at our next meeting.

745 Franklin Street, Suite 200 • San Francisco, CA 94102-3228
Telephone 415.923.4003 • Fax 415.923-6966
www.picsf.org • e-mail: *411@picsf.org*

1650 Mission Street, Suite 300 • San Francisco, CA 94103-2490
Telephone 415.431.8700 • Fax 415.431-8702
TDD 800.735.2929 (CRS)

DRAFT Allocation of Shared Costs
for the San Francisco One Stop at Civic Center (801 Turk Street)

COST INCLUDED IN POOL:		
Shared Cost per Workstaion	$	165.61
Monthly Shared Cost per Workstaion	$	2,418.22
Yearly Shared Cost per Workstaion	$	29,018.67
Total ESTIMATED System cost		$1,659,026
Total ESTIMATED Shared facilities cost	$	4,841,157
Total ESTIMATED One Stop cost	**$**	**6,500,183**

ALLOCATION BASIS: Space Base

	# of Stations	Percent of 3 of Work Staions	Shared of Cost
Non One Stop Partners	74	33.0%	2,147,382
DHS	73	32.6%	2,118,363
PIC / WIA	23	10.3%	667,430
EDD	31	13.8%	899,579
NCOA	8	3.6%	232,149
CCSF	8	3.6%	232,149
DOR	3	1.3%	87,056
Job Corp	1	0.4%	29,019
Housing Authoity	1	0.4%	29,019
Others One Stop Contributors	2	0.9%	58,037
	224	100.0%	**$ 6,500,183**

DRAFT

DRAFT Allocation of Shared Costs
for the San Francisco One Stop at Carer Link Center (3120 Mission Street)

COST INCLUDED IN POOL:

Shared Cost per Workstaion	$	84.56
Monthly Shared Cost per Workstaion	$	1,819.69
Yearly Shared Cost per Workstaion	$	21,836.29
Total ESTIMATED Shared facilities cost	**$**	**3,319,116**

ALLOCATION BASIS: Space Base

	# of Stations	Percent of 3 of Work Staions	Shared of Cost
Non One Stop Partners	74	48.7%	1,615,885
DHS	43	28.3%	938,960
PIC / WIA	14	9.2%	305,708
EDD	4	2.6%	87,345
NCOA	4	2.6%	87,345
CCSF	8	5.3%	174,690
DOR	1	0.7%	21,836
Job Corp	1	0.7%	21,836
Housing Authoity	1	0.7%	21,836
Others One Stop Contributors	2	1.3%	43,673
	152	100.0%	**$ 3,319,116**

DRAFT

DRAFT Allocation of Shared Costs
for the San Francisco One Stop at Civic Center (801 Turk Street)

COST INCLUDED IN POOL:

Shared Cost per Workstaion	$	33.12
Monthly Shared Cost per Workstaion	$	3,095.24
Yearly Shared Cost per Workstaion	$	37,142.86
Total ESTIMATED Shared facilities cost	**$**	**1,300,000**

ALLOCATION BASIS: Space Base

	# of Stations	Percent of 3 of Work Staions	Shared of Cost
Non One Stop Partners	0	0.0%	-
DHS	4	11.4%	148,571
PIC / WIA	4	11.4%	148,571
EDD	26	74.3%	965,714
NCOA	0	0.0%	-
CCSF	0	0.0%	-
DOR	1	2.9%	37,143
Job Corp	0	0.0%	-
Housing Authoity	0	0.0%	-
Others One Stop Contributors	0	0.0%	-
	35	100.0%	**$ 1,300,000**

DRAFT

DRAFT Allocation of Shared Costs
for the San Francisco One Stop at Southeast cneter (1800 Oakdale)

COST INCLUDED IN POOL:

Shared Cost per Workstaion	$	5.66
Monthly Shared Cost per Workstaion	$	500.09
Yearly Shared Cost per Workstaion	$	6,001.11
Total ESTIMATED Shared facilities cost	**$**	**222,041**

ALLOCATION BASIS: Space Base

	# of Stations	Percent of 3 of Work Staions		Shared of Cost
Non One Stop Partners	0	0.0%		-
DHS	26	70.3%		156,029
PIC / WIA	5	13.5%		30,006
EDD	1	2.7%		6,001
NCOA	4	10.8%		24,004
CCSF	0	0.0%		-
DOR	1	2.7%		6,001
Job Corp	0	0.0%		-
Housing Authoity	0	0.0%		-
Others One Stop Contributors	0	0.0%		-
	37	100.0%	**$**	**222,041**

DRAFT

For the Fiscal Year July 1, 2003 to June 30, 2004

One Stop Cost for the Total System

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	Total One Stop Costs	DHS One Stop Costs	WIB One Stop Costs*	PIC One Stop Costs	CCSF One Stop Costs	Dept. of Rehab One Stop Costs	NCOA One Stop Costs	EDD One Stop Costs	Other Partner One Stop Costs
Revenue									
Calworks	$9,452,235	$9,248,238	$0	$169,997	$34,000	$0	$0	$0	$0
WIA	1,577,570	0	1,027,580	459,990	90,000	0	0	0	0
NCOA	218,000	0	0	0	0	0	218,000	0	0
Dept. of Rehab.	0	0	0	0	0	0	0	0	0
EDD	2,328,322	0	0	0	0	0	0	2,328,322	0
Other	401,832	0	0	0	0	0	0	0	401,832
Total	**$13,977,959**	**$9,248,238**	**$1,027,580**	**$629,988**	**$124,000**	**$0**	**$218,000**	**$2,328,322**	**$401,832**
Expenses									
Rent & Staff Costs									
3120 Mission & 3425 Cesar ChavezBuilding Lease	$910,455	$674,215	$205,940	$11,400	$0	$0	$0	$0	$18,900
Staff including fringe	10,897,905	7,229,058	394,000	588,588	124,000	0	218,000	1,995,705	348,554
Travel @ 217.00 per staff/yr.	3,605	0	0	2,000	0	0	0	0	1,605
Total Admin Costs	**$11,811,965**	**$7,903,273**	**$599,940**	**$601,988**	**$124,000**	**$0**	**$218,000**	**$1,995,705**	**$369,059**
Operating Costs									
Computer repairs with DHS time (34 computers)	$67,902	$59,660	$0	$5,000	$0	$0	$0	$0	$3,242
Office supplies (58% of 80,000/yr - 7,000 WIA)	113,006	84,425	22,150	3,000	0	0	0	0	3,431
Telephones service	9,307	4,207	4,000	0	0	0	0	0	1,100
Utilities	42,584	42,584	0	0	0	0	0	0	0
Janitorial Services	77,838	72,838	5,000	0	0	0	0	0	0
Security guard	463,292	463,292	0	0	0	0	0	0	0
Building repairs/Tenant Improvements	115,900	100,900	15,000	0	0	0	0	0	0
(reconfiguration of resource area)	46,000	28,000	18,000	0	0	0	0	0	0
Staff Development	51,727	45,727	3,000	3,000	0	0	0	0	0
Software, hardware	116,320	23,500	87,820	5,000	0	0	0	0	0
Marketing materials	39,170	5,000	34,170	0	0	0	0	0	0
Furniture/equipment repair	25,000	25,000	0	0	0	0	0	0	0
Subtotal	1,168,045	955,132	189,140	16,000	0	0	0	0	7,773
Administrative costs	530,000	197,383	0	0	0	0	0	332,617	0
Total Operating Cost	**$1,698,045**	**$1,152,515**	**$189,140**	**$16,000**	**$0**	**$0**	**$0**	**$332,617**	**$7,773**
Fixed Assets									
PESCO	$11,500	$8,000	$3,500	$0	$0	$0	$0	$0	$0
Purchased furniture/equipment	322,099	73,099	235,000	5,000	0	0	0	0	9,000
Computers for staff - 8 staff @ 2,500	70,500	54,500	0	0	0	0	0	0	16,000
Telephone equipments	2,020	2,020	0	0	0	0	0	0	0
Lab Center:									
Computers	5,000	0	0	5,000	0	0	0	0	0
Copier, Fax	17,000	15,000	0	2,000	0	0	0	0	0
Telephone system	1,880	1,880	0	0	0	0	0	0	0
TV/VCR	2,950	2,950	0	0	0	0	0	0	0
Furnitures	35,000	35,000	0	0	0	0	0	0	0
Total Assets	**$467,949**	**$192,449**	**$238,500**	**$12,000**	**$0**	**$0**	**$0**	**$0**	**$25,000**
	$13,977,959	**$9,248,238**	**$1,027,580**	**$629,988**	**$124,000**	**$0**	**$218,000**	**$2,328,322**	**$401,832**

11/26/2003

For the Fiscal Year July 1, 2003 to June 30, 2004

One Stop System for San Francisco - NOT including the three Center Costs

DRAFT

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	Total One Stop Costs	DHS One Stop Costs	WIB One Stop Costs*	PIC One Stop Costs	CCSF One Stop Costs	Dept. of Rehab One Stop Costs	NCOA One Stop Costs	EDD One Stop Costs	Other Partner One Stop Costs
Revenue									
Calworks	$3,074,382	$3,074,382	$0	$0	$0	$0	$0	$0	$0
WIA	677,000	0	677,000	0	0	0	0	0	0
NCOA	18,000	0	0	0	0	0	18,000	0	0
Dept. of Rehab.	0	0	0	0	0	0	0	0	0
EDD	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
Total	$3,769,382	$3,074,382	$677,000	$0	$0	$0	$18,000	$0	$0
Expenses									
Rent & Staff Costs									
Building Lease	$384,490	$ 384,490	$0	$0	$0	$0	$0	$0	$0
EIC = 21,045sf @ 48,400.00/yr	0	0	0	0	0	0	0	0	0
PAES = 1,392sf @ 21,882.00/yr	0	0	0	0	0	0	0	0	0
ETEC = 8,524sf @ 188208.00/yr	0	0	0	0	0	0	0	0	0
ETSC = 6,000sf @ 126,000.00/yr	0	0	0	0	0	0	0	0	0
Staff including fringe	2,504,356	2,092,356	394,000	0	0	0	18,000	0	0
Travel @ 217.00 per staff/yr.	0	0	0	0	0	0	0	0	0
Total Admin Costs	$2,888,846	$2,476,846	$394,000	$0	$0	$0	$18,000	$0	$0
Operating Costs									
Computer repairs = 84 @ 380/yr	$31,920	$ 31,920	$0	$0	$0	$0	$0	$0	$0
Office supplies	25,000	20,000	5,000	0	0	0	0	0	0
Telephones service	2,122	2,122	0	0	0	0	0	0	0
Utilities	10,527	10,527	0	0	0	0	0	0	0
Janitorial Services	72,838	72,838	0	0	0	0	0	0	0
Security guard	305,760	305,760	0	0	0	0	0	0	0
Building repairs/Tenant Improvements	48,400	48,400	0	0	0	0	0	0	0
Staff Development	8,000	-	8,000	0	0	0	0	0	0
Software, hardware	5,000	5,000	0	0	0	0	0	0	0
Marketing materials	78,000	8,000	70,000	0	0	0	0	0	0
Furniture/equipment repair	0	0	0	0	0	0	0	0	0
Subtotal	587,567	504,567.00	83,000	0	0	0	0	0	0
Administrative costs	0	0	0	0	0	0	0	0	0
Total Operating Cost	$587,567	$504,567	$83,000	$0	$0	$0	$0	$0	$0
FIXED ASSETS									
PESCO	$3,000	$3,000	$0	$0	$0	$0	$0	$0	$0
Purchased furniture/equipment	259,599	59,599	200,000	0	0	0	0	0	0
Computers for staff	0	0	0	0	0	0	0	0	0
Telephone equipments	540	540	0	0	0	0	0	0	0
Lab Center:									
Computers	0	0	0	0	0	0	0	0	0
Copier, Fax	0	0	0	0	0	0	0	0	0
Telephone system	1,880	1,880	0	0	0	0	0	0	0
TV/VCR	2,950	2,950	0	0	0	0	0	0	0
Furniture	25,000	25,000	0	0	0	0	0	0	0
Total Assets	$292,969	$92,969	$200,000	$0	$0	$0	$0	$0	$0
	$3,769,382	$3,074,382	$677,000	$0	$0	$0	$18,000	$0	$0

Note: "WIB One Stop Cost" is the same as PY '02-03. The One Stop Consortium is preparing a current budget.

For the Fiscal Year July 1, 2003 to June 30, 2004

One Stop Cost for the 3120 Mission Street

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	Total One Stop Costs	DHS One Stop Costs	WIB One Stop Costs*	PIC One Stop Costs	CCSF One Stop Costs	Dept. of Rehab One Stop Costs	NCOA One Stop Costs	EDD One Stop Costs	Other Partner One Stop Costs
Revenue									
Calworks	$3,005,193	$2,919,783	$0	$51,411	$34,000	$0	$0	$0	$0
WIA	782,590	0	315,580	377,010	90,000	0	0	0	0
NCOA	120,000	0	0	0	0	0	120,000	0	0
Dept. of Rehab.	0	0	0	0	0	0	0	0	0
EDD	0	0	0	0	0	0	0	0	0
Other	401,832	0	0	0	0	0	0	0	401,832
Total	$4,309,615	$2,919,783	$315,580	$428,421	$124,000	$0	$120,000	$0	$401,832
Expenses									
Rent & Staff Costs									
3120 Mission & 3425 Cesar ChavezBuilding Lease	$446,298	$210,058	$205,940	$11,400	$0	$0	$0	$0	$18,900
Staff including fringe	3,214,016	2,234,441	0	387,021	124,000	0	120,000	0	348,554
Travel @ 217.00 per staff/yr.	3,605	0	0	2,000	0	0	0	0	1,605
Total Admin Costs	$3,663,919	$2,444,499	$205,940	$400,421	$124,000	$0	$120,000	$0	$369,059
Operating Costs									
Computer repairs with DHS time (34 computers)	$21,922	$13,680	$0	$5,000	$0	$0	$0	$0	$3,242
Office supplies (58% of 80,000/yr - 7,000 WIA)	62,581	39,000	17,150	3,000	0	0	0	0	3,431
Telephones service	6,285	1,185	4,000	0	0	0	0	0	1,100
Utilities	17,057	17,057	0	0	0	0	0	0	0
Janitorial Services	5,000	0	5,000	0	0	0	0	0	0
Security guard	70,032	70,032	0	0	0	0	0	0	0
Building repairs/Tenant Improvements	45,000	30,000	15,000	0	0	0	0	0	0
(reconfiguration of resource area)	10,000		10,000	0					
Staff Development	31,727	25,727	3,000	3,000	0	0	0	0	0
Software, hardware	38,320	15,500	17,820	5,000	0	0	0	0	0
Marketing materials	39,170	5,000	34,170	0	0	0	0	0	0
Furniture/equipment repair	25,000	25,000	0	0	0	0	0	0	0
Subtotal	372,093	242,180	106,140	16,000	0	0	0	0	7,773
Administrative costs	197,383	197,383	0	0	0	0	0	0	0
Total Operating Cost	$569,476	$439,563	$106,140	$16,000	$0	$0	$0	$0	$7,773
Fixed Assets									
PESCO	$8,500	$5,000	$3,500	$0	$0	$0	$0	$0	$0
Purchased furniture/equipment	19,000	5,000	0	5,000	0	0	0	0	9,000
Computers for staff - 8 staff @ 2,500	16,000	0	0	0	0	0	0	0	16,000
Telephone equipments	720	720	0	0	0	0	0	0	0
Lab Center:									
Computers	5,000	0	0	5,000	0	0	0	0	0
Copier, Fax	17,000	15,000	0	2,000	0	0	0	0	0
Telephone system	0	0	0	0	0	0	0	0	0
TV/VCR	0	0	0	0	0	0	0	0	0
Furnitures	10,000	10,000	0	0	0	0	0	0	0
Total Assets	$76,220	$35,720	$3,500	$12,000	$0	$0	$0	$0	$25,000
	$4,309,615	$2,919,783	$315,580	$428,421	$124,000	$0	$120,000	$0	$401,832

Note: "WIB One Stop Cost" is the same as PY '02-03. The One Stop Consortium is preparing a current budget.

For the Fiscal Year July 1, 2003 to June 30, 2004

One Stop Cost for the SouthEast Center

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	Total One Stop Costs	DHS One Stop Costs	WIB One Stop Costs*	PIC One Stop Costs	CCSF One Stop Costs	Dept. of Rehab One Stop Costs	NCOA One Stop Costs	EDD One Stop Costs	Other Partner One Stop Costs
Reveune									
Calworks	$2,385,664	$2,283,332	$0	$102,332	$0	$0	$0	$0	$0
WIA	28,870	0	17,500	11,370	0	0	0	0	0
NCOA	24,000	0	0	0	0	0	24,000	0	0
Dept. of Rehab.	0	0	0	0	0	0	0	0	0
EDD	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
Total	$2,438,534	$2,283,332	$17,500	$113,702	$0	$0	$24,000	$0	$0
Expenses									
Rent & Staff Costs									
1800 Oakdale @ 2,797.00/month (19,800 sq.ft.)	$ 34,571	$ 34,571	$0	$0	$0	$0	$0	$0	$0
Staff including fringe	2,198,993	2,061,291	0	113,702	0	0	24,000	0	0
Travel @ 217.00 per staff/yr.	0	0	0	0	0	0	0	0	0
Total Admin Costs	$ 2,233,564	$2,095,862	$0	$113,702	$0	$0	$24,000	$0	$0
Operating Costs									
Computer repairs with DHS time (26) @ 380/yr	$9,880	$9,880	$0	$0	$0	$0	$0	$0	$0
Office supplies	16,950	16,950	0	0	0	0	0	0	0
Telephones service	600	600	0	0	0	0	0	0	0
Utilities	10,000	10,000	0	0	0	0	0	0	0
Janitorial Services	0	0	0	0	0	0	0	0	0
Security guard @ 2	70,000	70,000	0	0	0	0	0	0	0
Building repairs/Tenant Improvements	15,000	15,000	0	0	0	0	0	0	0
Staff Development	17,000	17,000	0	0	0	0	0	0	0
Software, hardware	10,000	10,000	0	0	0	0	0	0	0
Marketing materials	0	0	0	0	0	0	0	0	0
Furniture/equipment repair	0	0	0	0	0	0	0		0
Subtotal	149,430	149,430	0	0	0	0	0	0	0
Administrative costs	0	0	0	0	0	0	0	0	0
Total Operating Cost	$149,430	$149,430	$0	$0	$0	$0	$0	$0	$0
Fixed Assets									
Fixed Assets	$0	$0	$0	$0	$0	$0	$0	$0	$0
Purchased furniture/equipment	22,500	5,000	17,500	0	0	0	0	0	0
Computers for staff	32,500	32,500	0	0	0	0	0	0	0
Telephone equipments	540	540	0	0	0	0	0	0	0
Lab Center:									
Computers	0	0	0	0	0	0	0	0	0
Copier, Fax	0	0	0	0	0	0	0	0	0
Telephone system	0	0	0	0	0	0	0	0	0
TV/VCR	0	0	0	0	0	0	0	0	0
Furnitures	0	0	0	0	0	0	0	0	0
Total Assets	$55,540	$38,040	$17,500	$0	$0	$0	$0	$0	$0
	$2,438,534	$2,283,332	$17,500	$113,702	$0	$0	$24,000	$0	$0

For the Fiscal Year July 1, 2003 to June 30, 2004

One Stop Cost for the 801 Turk Street

DRAFT **DRAFT**

	Total One Stop Costs	DHS One Stop Costs	WIB One Stop Costs*	PIC One Stop Costs	CCSF One Stop Costs	Dept. of Rehab One Stop Costs	NCOA One Stop Costs	EDD One Stop Costs	Other Partner One Stop Costs
Revenue									
Calworks	$986,996	$970,741	$0	$16,255	$0	$0	$0	$0	$0
WIA	89,110	0	17,500	71,610	0	0	0	0	0
NCOA	56,000	0	0	0	0	0	56,000	0	0
Dept. of Rehab.	0	0	0	0	0	0	0	0	0
EDD	2,328,322	0	0	0	0	0	0	2,328,322	0
Other	0	0	0	0	0	0	0	0	0
Total	**$3,460,428**	**$970,741**	**$17,500**	**$87,865**	**$0**	**$0**	**$56,000**	**$2,328,322**	**$0**
Expenses									
Rent & Staff Costs									
801 Turk @ 4,494 @ $3,758/month	45,096	$45,096	$0	$0	$0	$0	$0	$0	$0
Staff including fringe	2,980,540	840,970	0	87,865	0	0	56,000	1,995,705	0
Travel @ 217.00 per staff/yr.	0		0	0	0	0	0	0	0
Total Admin Costs	**$3,025,636**	**$886,066**	**$0**	**$87,865**	**$0**	**$0**	**$56,000**	**$1,995,705**	**$0**
Operating Costs									
Computer repairs with DHS time (11) @ 380	$4,180	$4,180	$0	$0	$0	$0	$0	$0	$0
Office supplies	8,475	8,475	0	0	0	0	0	0	0
Telephones service	300	300	0	0	0	0	0	0	0
Utilities	5,000	5,000	0	0	0	0	0	0	0
Janitorial Services	0		0	0	0	0	0	0	0
Security guard	17,500	17,500	0	0	0	0	0	0	0
Building repairs/Tenant Improvements	7,500	7,500	0	0	0	0	0	0	0
Staff Development	11,000	11,000	0	0	0	0	0	0	0
Software, hardware	5,000	5,000	0	0	0	0	0	0	0
Marketing materials	0		0	0	0	0	0	0	0
Furniture/equipment repair									
Subtotal	58,955	58,955	0	0	0	0	0	0	0
Administrative costs	332,617		0	0	0	0	0	332,617	0
Total Operating Cost	**$391,572**	**$58,955**	**$0**	**$0**	**$0**	**$0**	**$0**	**$332,617**	**$0**
Fixed Assets									
Fixed Assets	$0	$0	$0	$0	$0	$0	$0	$0	$0
Purchased furniture/equipment	21,000	3,500	17,500	0	0	0	0	0	0
Computers for staff	22,000	22,000	0	0	0	0	0	0	0
Telephone equipments	220	220	0	0	0	0	0	0	0
Lab Center:									
Computers	0	0	0	0	0	0	0	0	0
Copier, Fax	0	0	0	0	0	0	0	0	0
Telephone system	0	0	0	0	0	0	0	0	0
TV/VCR	0	0	0	0	0	0	0	0	0
Furnitures	0	0	0	0	0	0	0	0	0
Total Assets	**$43,220**	**$25,720**	**$17,500**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
	$3,460,428	**$970,741**	**$17,500**	**$87,865**	**$0**	**$0**	**$56,000**	**$2,328,322**	**$0**

Note: "WIB One Stop Cost" is the same as PY '02-03. The One Stop Consortium is preparing a current budget.

11/26/2003

Workforce Investment San Francisco
Finance Subcommittee
2004 Meeting Dates*

Thursday, February 5, 2004

2:00 p.m. – 4:00 p.m.

Thursday, March 18, 2004

2:00 p.m. – 4:00 p.m.

Thursday, May 6, 2004

2:00 p.m. – 4:00 p.m.

Thursday, June 3, 2004

2:00 p.m. – 4:00 p.m.

Thursday, August 5, 2004

2:00 p.m. – 4:00 p.m.

Thursday, November 4, 2004

2:00 p.m. – 4:00 p.m.

Meeting Location:
City College of San Francisco District Office
Auditorium
33 Gough Street
San Francisco, CA 94103

*Dates are subject to change. Please refer to www.picsf.org for most recent updates.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

MINUTES OF THE DECEMBER 4, 2003 MEETING OF THE FINANCE SUBCOMMITTEE OF THE WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Executive Committee

The meeting was held in Classroom 3, Second Floor of the Van Ness Plaza located at 1650 Mission Street in San Francisco, California 94103.

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PRESENT:
Rosalie Bulach, Curt Kirschner, Brian Murphy (3:52) and Trent Rhorer

ABSENT:
Dwayne Jones

94.545
2
4/03

PIC STAFF:
Cheryl Bertrand, Pamela Calloway, Alice Chiu, Cathy de Cristofaro, Wes Dixon, Raymond Holland, Susan Lau, Robert Schwab and Adrian Trujillo

PUBLIC (AS EDVIDENCED BY SIGN-IN SHEET):
Tony Lugo, John Poremba

The meeting was convened at 3:47 P.M. with a quorum established.

In Brian Murphy's delayed presence, Trent Rhorer chaired the meeting.

Motion to adopt the agenda was made by Rosalie Bulach and seconded by Curt Kirschner.
Ayes: Rosalie Bulach and Curt Kirschner
Nays: None
Abstentions: None
Motion passed.

The minutes of the November 6, 2003 meeting were not available for adoption.

Item 3 – Selection of Auditor
Adrian Trujillo presented an overview of the recommendation of Izabal, Bernaciak & Company to be awarded the contract of auditing service for the PIC.

Trent Rhorer asked the recommended vendor is the cheapest of the three proposals. Mr. Trujillo replied that their pricing was in the middle of the three proposals.

Curt Kirschner asked if there are assurances that the audit would be done annually. Mr. Trujillo assured him that it would be done annually and on time.

Mr. Trujillo added that if the Executive Committee approves the recommendation at their next meeting (December 9, 2003), the auditors would start the day after the meeting (December 10th).

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Motion to adopt the recommendation was made by Curt Kirschner and seconded by Rosalie Bulach.
Ayes: Rosalie Bulach and Curt Kirschner
Nays: None
Abstentions: None
Motion passed.

Item 5 – 2004 Meeting Schedule
Adrian Trujillo gave an overview of the revised schedule of next year's meeting. He noted that the number of meetings has been revised and reduced to meet quarterly with an addition of a meeting in March (the 18th) to approve the audit.

Motion to adopt the revised schedule was made by Rosalie Bulach and seconded by Curt Kirschner.
Ayes: Rosalie Bulach and Curt Kirschner
Nays: None
Abstentions: None
Motion passed.

Brian Murphy enters at 3:52 P.M. Trent Rhorer passed the chairmanship to Mr. Murphy.

Item 4 – One Stop Cost Allocation Plan
Brian Murphy shared that he had received requests that the Finance Subcommittee delay action on this agenda item, pending further review by the One Stop Committee.

Pamela Calloway clarified that what the Subcommittee is asked to do is to consider is a plan, based on a methodology, and not the numbers. This is a space-based methodology and is in a response to the need for a cost allocation plan to be submitted to state regulators. A cost allocation plan and resource sharing agreement should be part of a One Stop MOU. The numbers in the plan were provided for demonstration purposes only.

Chair Murphy added that Jim Buick, representing the One Stop Consortium, had requested the Subcommittee to delay action because they did not have sufficient time to review the plan.

Employment Development Department
John Poremba expressed his concerns that the cost allocation plan implies that the Finance Subcommittee plans to approve the plan as an addendum to the current MOUs. The One Stop Consortium did not have an opportunity to evaluate the impact of the plan on Partners and since the MOU is an agreement between the Board and the Partners they felt that without their consensual agreement that the Subcommittee could not attach it to the MOUs. If the action is to consider the methodology then there is no issue. There was previous agreement to use this methodology. He added that collecting the data is the first step. The next steps need to be the validation of cost information that was provided by the Partners. In the costs, it represents services provided by the Partners. Then there needs to be an agreement among the Partners of the costs before the Subcommittee can adopt the plan.

Chair Murphy suggested that the Subcommittee approve the methodology, in principle, which is space-base allocation to satisfy the reporting requirements.

Mr. Poremba was concerned that the Subcommittee is moving too quickly in order to satisfy compliance and added that the financial obligation to Partners may be severed if mishandled.

Pamela Calloway clarified that the plan is not an agreement between Partner and the Private Industry Council, Inc. She commented that the PIC does receive WIA funds on behalf of the City and expressed concerned what liability the Board incurs on behalf of the City and itself if this compliance issue is not addressed. She agreed with Mr. Poremba in that everything would better if done through the fullest of time. However, the Partners and Subcommittee need to understand what the possible consequences are.

Curt Kirschner asked if the issue is that PIC does not know what share of the liability it has for the dollars being spent or is the issue that the plan is not done. Ms. Calloway explained that the issue is that the State Employment Development Department which monitors the funds through compliance and use of funds requires that the WIA dollars expended in the One Stop Centers and System be expended pursuant to a plan so that the proportion of dollars that are dedicated to the One Stop Center are rational. When an annual review came, the PIC is asked to produce a cost allocation and resource-sharing plan. For the past two years, PIC has produced the MOU, which is an agreement to agree, and informed the auditors that the plan is in process of being developed. In the first year, that substitution was acceptable since all of the counterparts were in the same position. In the second year, the PIC was asked to move more expeditiously to ensure that the plan is in place.

Trent Rhorer felt uncomfortable approving the plan without any more detail (i.e. how it was derived).

Chair Murphy echoed Ms. Calloway's concerns and added that other entities in the state appears to have some sort of methodology. He had reviewed one of those methodologies (San Diego), which was astonishingly contrived but it served it compliance purposes.

Department of Human Services
Tony Lugo added that WIA requires a cost allocation plan as a safeguard to ensure that all Partners' share in the One Stop Centers and System are fair. He thought that the cost allocation plan was to be provided by the Operator in order to operate a center.

Chair Murphy suggested that the One Stop Operator reviews the methodology by a specific date before the Subcommittee approves it.

John Poremba commented that the Partners did agreed to use space-based methodology as it seems to be the easiest way to address cost allocation. Robert Schwab added that the methodology is a common practice.

Mr. Poremba commented that the cost allocation is an opportunity to find a methodology that would fund the One Stop beyond WIA dollars. It is also an opportunity to challenge the current service levels at the One Stop. Ms. Calloway echoed her support of Mr. Poremba's comments.

Chair Murphy tabled the item to its next meeting – February 5, 2004. He expects that the Partners will reach an agreement. If not, the Subcommittee will adopt the original plan.

Motion to adjourn the meeting 4:48 P.M. was made by Curt Kirschner and seconded by Rosalie Bulach.
Ayes: Rosalie Bulach, Curt Kirschner and Trent Rhorer
Nays: None
Abstentions: None
Motion passed.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

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NOTICE OF A PUBLIC MEETING
OF THE
FINANCE SUBCOMMITTEE
OF THE
EXECUTIVE COMMITTEE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date:	Thursday, February 5, 2004
Time:	2:00 p.m. – 4:00 p.m.
Location:	Community College District Office Auditorium 33 Gough Street San Francisco CA 94103

Copies of materials may be obtained from and/or reviewed at the PIC offices at both of the addresses shown below and on the PIC's website, www.picsf.org.

AGENDA APPEARS ON THE REVERSE SIDE

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Donna Hall, Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724
Fax: 415-554-5163
E-mail: donna_hall@ci.sf.ca.us
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Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (SF Campaign & Governmental Conduct Code § 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; web site: sfgov.org/ethics.

Issued: Thursday, January 29, 2004

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PROPOSED AGENDA
FINANCE SUBCOMMITTEE OF THE EXECUTIVE COMMITTEE
THURSDAY, FEBRUARY 5, 2004

1. Adoption of the Agenda *(Action Item)*
2. Adoption of minutes from the November 6, 2003 and December 4, 2003 meetings *(Action Item)**
3. Quarterly Report (Discussion Item)*
4. One Stop Cost Allocation Plan *(Action Item)**
5. Public Testimony on Non-Agenda Items (Discussion Item)
6. Future Agenda Items (Discussion Item)
7. Adjournment *(Action Item)*

Public testimony on agenda items will be taken throughout the meeting.

*Information enclosed.

PIC of SAN FRANCISCO Grant Awards &
Budgeted PIC Inc. Administrative Revenue & Expenditures
for the Six Months Ended December 31, 2003

PIC Inc. Admin REVENUE	PY 02-03 Actual	PY 03-04 Budget	7/03 - 12/03 Actual	6 Months 50 %
DOL WtW (Formula)	51,240	39,304	$30,818	78.41%
Youth Opportunity Grant	2,992,142	3,000,000	1,463,882	48.80%
Youth Crime Prevention	109,151	100,000	91,229	91.23%
H-1B Technical Skills Training	191,670	415,377	107,794	25.95%
Workforce Investment Grant	2,049,560	2,643,772	1,338,996	50.65%
CalWork Employment & Training	806,363	653,149	482,760	73.91%
State Refugee Grants	79,497	118,336	37,269	31.49%
Homeless Employment Collaborative	221,991	173,853	118,986	68.44%
S.F. Redevelopment Agency/Mission Bay	80,190	173,161	61,495	35.51%
Caregivers/Nurse Initiative	102,093	50,116	15,062	30.06%
Labor Market Information	46,938	58,138	25,539	43.93%
Mayor's Office of Community Development	74,950	68,000	32,944	48.45%
Proposed Grants	0	114,500	0	0.00%
Other Funds	95,139	126,000	54,558	43.30%
Total Revenue	**6,900,922**	**7,733,707**	**3,861,331**	**49.93%**
PIC Inc. Admin EXPENSES				
SALARIES	$ 5,040,983	$ 5,471,045	$ 2,814,547	51.44%
FRINGE BENEFITS	977,599	1,406,832	552,680	39.29%
TOTAL PERSONNEL COST	6,018,582	6,877,877	3,367,227	48.96%
CONSULTANTS	151,024	109,500	51,275	46.83%
LEGAL FEES	53,847	50,000	18,222	36.44%
EMPLOYMENT & TRAINING FEES	4,572	5,000	4,572	91.44%
EQUIPMENT AGREEMENTS/PURCHASES	10,161	10,161	28,741	282.85%
EQUIPMENT RENTAL	73,845	73,845	38,652	52.34%
EQUIPMENT REPAIRS/MAINT.	34,185	34,185	15,921	46.57%
INSURANCE	29,097	29,097	32,996	113.40%
MATERIAL & SUPPLIES	76,045	61,045	49,172	80.55%
RENT	251,607	251,607	149,027	59.23%
TRAINING	18,013	18,013	8,690	48.25%
TRAVEL & CONFERENCE	34,537	27,537	11,426	41.49%
PUBLICATIONS & SUBSCRIPTIONS	1,866	866	1,652	190.70%
ADVERTISING/PUBLIC NOTICE	2,487	2,487	2,108	84.78%
MISCELLANEOUS	10,976	10,976	3,919	35.71%
REPRODUCTION	4,968	1,968	10,852	551.44%
MOVING & STORAGE	2,202	2,202	1,574	71.48%
AUDITING SERVICES	24,000	30,000	2,000	6.67%
TELEPHONE/INTERNET	58,505	54,505	29,906	54.87%
POSTAGE	25,888	13,388	12,464	93.10%
COMPUTER SOFTWARE TRAINING	0	4,932	0	0.00%
BOARD EXPENSE	N/A	50,000	13,900	27.80%
PAYROLL & BANK SERVICE CHARGE	14,515	14,515	7,035	48.46%
TOTAL OFFICE OVERHEAD COST	882,340	855,829	494,104	57.73%
TOTAL EXPENDITURES	**6,900,922**	**7,733,707**	**3,861,331**	**49.93%**
EXCESS REVENUE OVER EXPENDITURES	**$0**	**$0**	**$0**	

1/29/2004

PIC of SAN FRANCISCO, Inc.
Realignment after Six Months Ended December 31, 2003

PIC Inc. Admin EXPENSES	PY 03-04 Budget	Revision	PY 03-04 Budget	7/03 - 12/03 Actual	6 Months 50 %
SALARIES	$ 5,471,045	$0	$ 5,471,045	$ 2,814,547	51.44%
FRINGE BENEFITS	1,406,832	0	1,406,832	552,680	39.29%
TOTAL PERSONNEL COST	6,877,877	0	6,877,877	3,367,227	48.96%
CONSULTANTS	109,500	(5,000)	104,500	51,275	49.07%
LEGAL FEES	50,000	(10,000)	40,000	18,222	45.55%
EMPLOYMENT & TRAINING FEES	5,000		5,000	4,572	91.44%
EQUIPMENT AGREEMENTS/PURCHASES	10,161	10,000	20,161	28,741	142.56%
EQUIPMENT RENTAL	73,845		73,845	38,652	52.34%
EQUIPMENT REPAIRS/MAINT.	34,185		34,185	15,921	46.57%
INSURANCE	29,097	10,000	39,097	32,996	84.39%
MATERIAL & SUPPLIES	61,045		61,045	49,172	80.55%
RENT	251,607		251,607	149,027	59.23%
TRAINING	18,013		18,013	8,690	48.25%
TRAVEL & CONFERENCE	27,537		27,537	11,426	41.49%
PUBLICATIONS & SUBSCRIPTIONS	866	1,000	1,866	1,652	88.52%
ADVERTISING/PUBLIC NOTICE	2,487		2,487	2,108	84.78%
MISCELLANEOUS	10,976	(1,068)	9,908	3,919	39.56%
REPRODUCTION	1,968	12,000	13,968	10,852	77.69%
MOVING & STORAGE	2,202		2,202	1,574	71.48%
AUDITING SERVICES	30,000	(20,000)	10,000	2,000	20.00%
TELEPHONE/INTERNET	54,505		54,505	29,906	54.87%
POSTAGE	13,388	8,000	21,388	12,464	58.27%
COMPUTER SOFTWARE TRAINING	4,932	(4,932)	0	0	0.00%
BOARD EXPENSE	50,000		50,000	13,900	27.80%
PAYROLL & BANK SERVICE CHARGE	14,515		14,515	7,035	48.46%
TOTAL OFFICE OVERHEAD COST	855,829	0	855,829	494,104	57.73%
TOTAL EXPENDITURES	**7,733,707**	**0**	**7,733,707**	**3,861,331**	**49.93%**

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC
EXPENDITURES AS OF DECEMBER 31, 2003

	PY 03 Budget	Total Expenses @ 12/31/03	YTD %	Total Commitment	Unobligated*	*Detail of Unobligated Amount I.R., OJT & C.R.	PY 03 Carryover
WIA Adult Grant	$ 2,923,433	$ 1,024,437	35.0%	$ 1,613,996	$ 285,000	$ 246,397	$ 38,603
WIA Youth Grant	3,196,600	1,082,239	33.9%	1,589,383	524,978	179,585	345,393
WIA Disloc. Workers	3,257,300	1,545,329	47.4%	1,389,888	322,083	0	322,083
San Francisco IT Consortium	3,111,508	885,275	28.5%	1,529,554	696,680	696,680	0
Youth Crime Prevention Grant	330,856	185,261	56.0%	95,595	50,000	50,000	
WIA 15% Ground fish	74,327	3,237	4.4%	0	71,090		71,090
Navigator (Disability)	34,500	0	0.0%	0	34,500		34,500
WIA Rapid Response	436,890	68,357	15.6%	368,533			
Nurse Workforce Initiative	284,111	106,005	37.3%	178,106			
WIA Special Project	63,000	29,804	47.3%	33,196			
WtW Formula Grant	794,942	492,538	62.0%	302,404			
WtW Competitive Grant	25,000	12,081	48.3%	12,919			
Supportive Employment Program	402,884	126,260	31.3%	276,624			
Labor Market Information	47,994	28,311	59.0%	19,683			
Hope House	208,274	19,949	9.6%	188,325			
Dept. of Children Youth & Their Families	260,000	122,279	47.0%	137,721			
Homeless Employment Celebrative	1,030,284	539,019	52.3%	491,265			
Mayor's Office of Community Development	71,000	61,061	86.0%	9,939			
CalWorks/PAES	2,177,329	817,504	37.5%	1,359,825			
San Francisco Redevelopment Agency	1,001,664	505,442	50.5%	496,222			
Community Jobs Initiative	788,617	250,390	31.8%	538,227			
Refugee	761,516	246,396	32.4%	515,120			
1st Source Hiring/ Mission Bay	245,000	158,817	64.8%	86,183			
Muni Project	475,000	282,720	59.5%	192,280			
Project Advance	50,000	5,105	10.2%	44,895			
Youth Opportunity Grant	6,779,130	2,883,432	42.5%	3,895,698			
Other Funds	1,118,448						
	$ 29,949,608	$ 11,481,249	38.3%	$ 15,365,580	$ 1,984,331	$1,172,662	$811,669

1/29/2004

PIC of SAN FRANCISCO, Operating Budget
Budgeted PIC Admin Revenue & Expenditures
for the Progam Years 2001 THROUGH 2005

Total Grant Awards	PY 01-02 Actual	PY 02-03 Actual	PY 03-04 Budget	PY 04-05 Budget	PY 05-06 Budget
DOL WtW (Formula & Competitive)	$2,103,001	$722,186	$794,941	$0	$0
Youth Opportunity Grant	6,714,894	8,985,017	6,779,130	3,500,000	0
Youth Crime Prevention	111,485	488,515	330,856	330,856	330,856
H-1B / WIA 15% Technical Skills Training - SFITC	1,981,549	1,073,432	3,209,345	0	0
Workforce Investment Grant	7,352,570	6,273,265	9,810,324	8,272,350	8,272,350
CalWork ET	4,028,242	3,123,008	3,368,830	3,368,830	3,368,830
State Refugee Grants	1,242,952	900,958	771,236	732,674	696,040
Homeless Employment Collaborative	1,070,922	1,152,248	1,149,994	1,149,994	1,149,994
S.F. Redevelopment Agency/Mission Bay	1,448,752	1,826,107	2,098,250	1,881,714	1,262,666
Nurse Workforce/Care Givers initiative	1,126,746	558,473	390,116	0	0
Labor Market Information	60,565	51,897	58,138	58,138	58,138
Mayor's Office of Community Development	75,000	77,471	70,000	70,000	70,000
DOL Proposed Grants	0	0	659,323	659,323	624,823
Other Funds	206,289	409,448	459,125	189,125	189,125
	$ 27,522,965	$ 25,642,027	$ 29,949,608	$ 20,213,004	$ 16,022,823

PIC Admin REVENUE	PY 01 Actual	PY 02 Actual	PY 03-04 Budget	PY 04-05 Budget	PY 05-06 Budget
DOL WtW (Formula & Competitive)	$116,237	$51,240	$39,304	$0	$0
Youth Opportunity Grant	2,492,157	2,992,142	3,000,000	3,000,000	0
Youth Crime Prevention	20,642	109,151	100,000	100,000	100,000
H-1B / WIA 15% Technical Skills Training - SFIT	153,694	191,670	415,377	57,500	57,500
Workforce Investment Grant	1,820,122	2,049,560	2,643,772	2,673,811	2,709,838
DHS-Calworks,CJI & PAES2Work	1,038,231	806,363	653,149	653,149	653,149
State Refugee Grants	144,838	79,497	118,336	93,737	89,051
Homeless Employment Collaborative	176,865	221,991	173,853	173,853	173,853
S.F. Redevelopment Agency/Mission Bay	39,602	80,190	173,161	129,129	70,603
Nurse Workforce/Care Givers initiative	174,973	102,093	50,116	0	0
Labor Market Information	58,130	46,938	58,138	58,138	58,138
Mayor's Office of Community Development	72,489	74,950	68,000	68,000	68,000
DOL Proposed Grants	0	0	114,500	114,500	80,000
Other Funds	89,421	95,139	126,000	50,000	50,000
Total Revenue	6,397,402	6,900,922	7,733,707	7,171,817	4,110,131
PIC Admin EXPENSES					
Personnel Cost	5,338,869	6,018,582	6,877,877	6,874,948	4,019,882
CONSULTANTS	226,517	151,024	109,500	95,000	50,000
LEGAL FEES	0	53,847	50,000	15,000	15,000
EMPLOYMENT & TRAINING FEES	24,500	4,572	5,000	5,000	5,000
EQUIPMENT AGREEMENTS/PURCHASES	32,013	10,161	10,161	10,161	10,161
EQUIPMENT RENTAL	80,834	73,845	73,845	73,845	73,845
EQUIPMENT REPAIRS/MAINT.	18,471	34,185	34,185	34,185	34,185
INSURANCE	25,934	29,097	29,097	29,097	29,097
MATERIAL & SUPPLIES	61,823	76,045	61,045	61,045	61,045
RENT	379,585	251,607	251,607	251,607	251,607
TRAINING	13,775	18,013	18,013	18,013	18,013
TRAVEL & CONFERENCE	23,938	34,537	27,537	27,537	27,537
PUBLICATIONS & SUBSCRIPTIONS	1,857	1,866	866	866	866
ADVERTISING/PUBLIC NOTICE	3,709	2,487	2,487	2,487	2,487
MISCELLANEOUS	11,109	10,976	10,976	10,976	10,976
REPRODUCTION	14,464	4,968	1,968	1,968	1,968
MOVING & STORAGE	1,708	2,202	2,202	2,202	2,202
AUDITING SERVICES	17,000	24,000	30,000	15,000	15,000
TELEPHONE/INTERNET	84,009	58,505	54,505	54,505	54,505
POSTAGE	22,034	25,888	13,388	13,388	13,388
COMPUTER SOFTWARE TRAINING	3,068	0	4,932	4,932	4,932
BOARD EXPENSE	N/A	N/A	50,000	50,000	50,000
PAYROLL & BANK SERVICE CHARGE	12,184	14,515	14,515	14,515	14,515
Total Office Overhead cost	1,058,533	882,339	855,829	791,329	746,329
TOTAL EXPENSES	6,397,402	6,900,922	7,733,706	7,666,277	4,766,211
Excess Revenue over Expenditures	$0	$0	$0	($494,459)	($656,080)

Chart A
Consolidated
Charts B, C & D

EXAMPLE - Allocation of Shared Facilities Costs and System Costs for the San Francisco One Stop System which include the Three Centers for the Program Year Ending June 30, 2004

COSTS INCLUDED IN POOL:

Aggregate Monthly Shared Cost per Workstation (Yearly Shared Cost divided by 12)	$ 1,363
Aggregate Yearly Shared Cost per Workstation (Total ESTIMATED One Stop Cost divided by # of stations)	$ 16,357
Total ESTIMATED Misc. System Costs	$ 297,112
Total ESTIMATED Shared Facilities Costs-One Stop Portion Only	$ 2,156,460
Total ESTIMATED One Stop Costs	**$ 2,453,572**

ALLOCATION BASIS: Space Based

Since all centers have workstations relatively the same size, workstations are used as a basis for allocating space to determine the shared facilities cost.

	Total Available Workstations # for the One Stop	Percent of Work Stations	One Stop Share of Cost
Dept. of Human Services	73	48.7%	$ 1,194,072
Private Industry Council/Workforce Investment of SF	23	15.3%	376,214
EDD	31	20.7%	507,072
National Council on Aging	8	5.3%	130,857
City College of San Francisco	8	5.3%	130,857
Department of Rehab.	3	2.0%	49,071
Other - Job Corp	1	0.7%	16,357
Other - Housing Authority	1	0.7%	16,357
Other One Stop Contributors	2	1.3%	32,714
	150	100.0%	**$ 2,453,571**

Breakout Example

Shared Facilities Costs:

Rent	Furniture & Equipment	Telephone Services
Janitorial Services	Computers Hard/Software	Office supplies
Security guard	PESCO Software	Staff Development
Utilities	TV/VCR	Marketing materials
Building Repairs	Copier	Travel Cost
Tenant Improvements	Fax	Computer Maint. Agreement

Misc. System Costs:

Technology/Web Site Development	Phone System	Conferences, Regional Planning
Marketing	Annual Event Participation	Customer Service Training

Misc. System Costs - Salaries:

Existing One Stop Staff (Managers. Lab Aides, etc.)	
Operations (Service Delivery) Coord.	Human Resource Specialist
Business Liaison	Industry/Occupational/Career Specialist

1/29/2004

Chart B
Career Link

EXAMPLE - Allocation of Shared Facilities Costs
for the San Francisco One Stop at Career Link Center (3120 Mission Street)
for the Program Year Ending June 30, 2004

COSTS INCLUDED IN POOL:

Monthly Shared Cost per Workstation (Yearly Shared Cost divided by 12)	$ 2,097
Yearly Shared Cost per Workstation (Total ESTIMATED One Stop Cost divided by # of stations)	$ 25,167
Total ESTIMATED Shared Facilities costs	**$ 1,963,013**

ALLOCATION BASIS: Space Based

	Total Availabe Workstations # for the One Stop	Percent of Work Stations	One Stop Share of Cost
Dept. of Human Services	43	55.1%	$ 1,082,174
Private Industry Council/Workforce Investment of SF	14	17.9%	352,336
EDD	4	5.1%	100,667
National Council on Aging	4	5.1%	100,667
City College of San Francisco	8	10.3%	201,335
Department of Rehab.	1	1.3%	25,167
Other - Job Corp	1	1.3%	25,167
Other - Housing Authority	1	1.3%	25,167
Other One Stop Contributors	2	2.6%	50,334
	78	100.0%	**$ 1,963,013**

Breakout Example

Chart C
Civic Center

EXAMPLE - Allocation of Shared Facilities Costs
for the San Francisco One Stop at Civic Center (801 Turk Street)
for the Program Year Ending June 30, 2004

COSTS INCLUDED IN POOL:

Monthly Shared Cost per Workstation (Yearly Shared Cost divided by 12)	$	248
Yearly Shared Cost per Workstation (Total ESTIMATED One Stop Cost divided by # of stations)	$	2,980
Total ESTIMATED Shared Facilities costs	**$**	**104,300**

ALLOCATION BASIS: Space Based

	Total Availabe Workstations # for the One Stop	Percent of Work Stations	One Stop Share of Cost
Dept. of Human Services	4	11.4%	$ 11,920
Private Industry Council/Workforce Investment of SF	4	11.4%	11,920
EDD	26	74.3%	77,479
National Council on Aging	0	0.0%	0
City College of San Francisco	0	0.0%	0
Department of Rehab.	1	2.9%	2,981
Other - Job Corp	0	0.0%	0
Other - Housing Authority	0	0.0%	0
Other One Stop Contributors	0	0.0%	0
	35	100.0%	**$ 104,300**

Breakout Example

Chart D
Southeast

EXAMPLE - Allocation of Shared Facilities Costs
for the San Francisco One Stop at Southeast Center (1800 Oakdale)
for the Program Year Ending June 30, 2004

COSTS INCLUDED IN POOL:

Monthly Shared Cost per Workstation (Yearly Shared Cost divided by 12)	$	201
Yearly Shared Cost per Workstation (Total ESTIMATED One Stop Cost divided by # of stations)	$	2,409
Total ESTIMATED Shared Facilities costs	**$**	**89,147**

ALLOCATION BASIS: Space Based

	Total Availabe Workstations # for the One Stop	Percent of Work Stations	One Stop Share of Cost
Dept. of Human Services	26	70.3%	$ 62,644
Private Industry Council/Workforce Investment of SF	5	13.5%	12,047
EDD	1	2.7%	2,409
National Council on Aging	4	10.8%	9,638
City College of San Francisco	0	0.0%	0
Department of Rehab.	1	2.7%	2,409
Other - Job Corp	0	0.0%	0
Other - Housing Authority	0	0.0%	0
Other One Stop Contributors	0	0.0%	0
	37	100.0%	**$ 89,147**

Breakout Example

One Stop Cost for the Entire System

EXAMPLE

EXAMPLE

	Costs for Program/ Operations	Costs for Shared Costs	Total One Stop Costs	DHS Costs for Program/ Operations	DHS Costs for Shared Costs	WIB Costs for Shared Costs	PIC Costs for Program/ Operations	CCSF Costs for Program/ Operations	CCSF Costs for Shared Costs	Dept of Rehab. Costs for Program/Op	Dept. of Rehab.Costs for Shared Costs	NCOA Costs for Program/ Operations	NCOA Costs for Shared Costs	EDD Costs for Program/ Operations	EDD Costs for Shared Costs	Other Partner One Stop Costs
Revenue																
Calworks	$ 16,484,100	$ 1,263,006	$17,747,106	$14,136,210	$1,139,859	$89,147	$19,568	$0	$34,000	$0	$0	$0	$0	$2,328,322	$0	$0
WIA	333,656	996,566	1,330,222	0	0	906,566	333,656	0	90,000	0	0	0	0	0	0	0
NCOA	0	194,000	194,000	0	0	0	0	0	0	0	0	0	194,000	0	0	0
Dept. of Rehab.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EDD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	401,832	0	401,832	0	0	0	0	0	0	0	0	0	0	0	0	401,832
Total	$ 17,219,588	$ 2,453,572	$19,673,160	$14,136,210	$1,139,859	$995,713	$353,224	$0	$124,000	$0	$0	$0	$194,000	$2,328,322	$0	$401,832
Expenses																
Rent & Staff Costs																
Building Lease	1,033,480	516,842	$1,550,322	$1,014,580	$296,382	$220,460	$0	$0	$0	$0	$0	$0	$0	$0	$0	$18,900
Utilities	105,555	43,092	148,647	105,555	43,092	0	0	0	0	0	0	0	0	0	0	0
Janitorial Services	72,838	0	72,838	72,838	0	0	0	0	0	0	0	0	0	0	0	0
Security guard	467,198	39,813	507,011	467,198	39,813	0	0	0	0	0	0	0	0	0	0	0
Building repairs/Tenant Improvements (reconfiguration of resource area)	129,577	91,596	221,173	129,577	31,596	60,000	0	0	0	0	0	0	0	0	0	0
Total Rent & Staf Cost	$ 1,808,648	$ 691,343	$ 2,499,991	$ 1,789,748	$ 410,883	$ 280,460	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 18,900
Operating Costs																
Computer repairs with DHS time (34 computers)	$63,847	$36,035	$99,882	$60,605	$7,875	$28,160	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,242
Office supplies (58% of 80,000/yr - 7,000 WIA)	100,856	47,396	148,252	97,425	28,000	19,396	0	0	0	0	0	0	0	0	0	3,431
Telephones service	8,835	2,538	11,373	7,735	2,538	0	0	0	0	0	0	0	0	0	0	1,100
Staff including fringe	14,491,169	1,213,224	15,704,393	11,793,686	601,319	293,905	353,224	0	124,000	0	0	0	194,000	1,995,705	0	348,554
Travel @ 217.00 per staff/yr.	22,220	0	22,220	20,615	0	0	0	0	0	0	0	0	0	0	0	1,605
Staff Development	95,061	79,810	174,871	95,061	36,110	43,700	0	0	0	0	0	0	0	0	0	0
Software, hardware	63,056	178,974	242,030	63,056	23,184	155,790	0	0	0	0	0	0	0	0	0	0
Marketing materiels	21,000	114,612	135,612	21,000	7,000	107,612	0	0	0	0	0	0	0	0	0	0
PESCO	3,000	38,500	41,500	3,000	6,500	32,000	0	0	0	0	0	0	0	0	0	0
Purchesed furniture/equipment	86,524	9,515	96,039	77,524	5,075	4,440	0	0	0	0	0	0	0	0	0	9,000
Computers for staff - 8 staff @ 2,500	70,500	16,000	86,500	54,500	0	16,000	0	0	0	0	0	0	0	0	0	16,000
Telephone equipments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lab Canter:																
Computers	14,625	7,875	22,500	14,625	7,875	0	0	0	0	0	0	0	0	0	0	0
Copier, Fax	6,500	3,500	10,000	6,500	3,500	0	0	0	0	0	0	0	0	0	0	0
Telephone system	3,180	0	3,180	3,180	0	0	0	0	0	0	0	0	0	0	0	0
TV/VCR	2,950	0	2,950	2,950	0	0	0	0	0	0	0	0	0	0	0	0
Furniture	25,000	14,250	39,250	25,000	0	14,250	0	0	0	0	0	0	0	0	0	0
Furniture/equipment repair	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total OperationCost	15,078,323	1,762,229	16,840,552	12,346,462	728,976	715,253	353,224	-	124,000	-	-	-	194,000	1,995,705	-	382,932
Administrative costs	332,617	0	332,617	0	0	0	0	0	0	0	0	0	0	332,617	0	0
	$ 17,219,588	$ 2,453,572	$ 19,673,160	$14,136,210	$1,139,859	$995,713	$353,224	$0	$124,000	$0	$0	$0	$194,000	$2,328,322	$0	$401,832

For the Fiscal Year July 1, 2003 to June 30, 2004

One Stop Cost for the Systems - not including Center Cost

EXAMPLE **EXAMPLE**

	Costs for Program/ Operations	Costs for Shared Costs	Total One Stop Costs	DHS Costs for Program/ Operations	DHS Costs for Shared Costs	WIB Costs for Shared Costs	PIC Costs for Program/ Operations	CCSF Costs for Program/ Operations	CCSF Costs for Shared Costs	Dept of Rehab. Costs for Program/Op.	Dept. of Rehab.Costs for Shared Costs	NCOA Costs for Program/ Operations	NCOA Costs for Shared Costs	EDD Costs for Program/ Operations	EDD Costs for Shared Costs	Other Partner One Stop Costs
Revenue																
Calworks	$ 3,074,382	$ -	$3,074,382	$3,074,382	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
WIA	0	279,112	279,112	0	0	279,112	0	0	0	0	0	0	0	0	0	0
NCOA	0	18,000	18,000	0	0	0	0	0	0	0	0	0	18,000	0	0	0
Dept. of Rehab.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EDD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	$ 3,074,382	$ 297,112	$3,371,494	$3,074,382	$0	$279,112	$0	$0	$0	$0	$0	$0	$18,000	$0	$0	$0
Expenses																
Rent & Staff Costs																
Building Lease	384,490	0	$384,490	$384,490	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Utilities	10,527	0	10,527	10,527	0	0	0	0	0	0	0	0	0	0	0	0
Janitorial Services	72,838	0	72,838	72,838	0	0	0	0	0	0	0	0	0	0	0	0
Security guerd	305,760	0	305,760	305,760	0	0	0	0	0	0	0	0	0	0	0	0
Building repeirs/Tenant Improvements (reconfiguration of resource aree)	48,400	0	48,400	48,400	0	0	0	0	0	0	0	0	0	0	0	0
Total Rent & Staf Cost	$ 822,015	$ -	$ 822,015	$ 822,015	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Operating Costs																
Computer repeirs with DHS time (34 computers)	$31,920	$0	$31,920	$31,920	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Office supplies (58% of 80,000/yr - 7,000 WIA)	20,000	0	20,000	20,000	0	0	0	0	0	0	0	0	0	0	0	0
Telephones service	2,122	0	2,122	2,122	0	0	0	0	0	0	0	0	0	0	0	0
Staff including fringe	2,092,356	18,000	2,110,356	2,092,356	0	0	0	0	0	0	0	0	18,000	0	0	0
Travel @ 217.00 per steff/yr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Staff Development	0	32,000	32,000	0	0	32,000	0	0	0	0	0	0	0	0	0	0
Software, herdware	5,000	150,000	155,000	5,000	0	150,000	0	0	0	0	0	0	0	0	0	0
Marketing meterials	8,000	97,112	105,112	8,000	0	97,112	0	0	0	0	0	0	0	0	0	0
PESCO	3,000	0	3,000	3,000	0	0	0	0	0	0	0	0	0	0	0	0
Purchased furniture/equipment	59,599	0	59,599	59,599	0	0	0	0	0	0	0	0	0	0	0	0
Computers for staff - 8 staff @ 2,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Telephone equipments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lab Center:																
Computers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Copier, Fax	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Telephone system	2,420	0	2,420	2,420	0	0	0	0	0	0	0	0	0	0	0	0
TV/VCR	2,950	0	2,950	2,950	0	0	0	0	0	0	0	0	0	0	0	0
Furniture	25,000	0	25,000	25,000	0	0	0	0	0	0	0	0	0	0	0	0
Furniture/equipment repair	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total OperationCost	2,252,367	297,112	2,549,479	2,252,367	-	279,112	-	-	-	-	-	-	18,000	-	-	-
Administrative costs	0	0	0	0		0		0		0		0		0		0
	$ 3,074,382	$ 297,112	$ 3,371,494	$3,074,382	$0	$279,112	$0	$0	$0	$0	$0	$0	$18,000	$0	$0	$0

For the Fiscal Year July 1, 2003 to June 30, 2004

One Stop Cost for the 3120 Mission Street

EXAMPLE

EXAMPLE

	Costs for Program/ Operations	Costs for Shared Costs	Total One Stop Costs	DHS Costs for Program/ Operations	DHS Costs for Shared Costs	WIB Costs for Shared Costs	PIC Costs for Program/ Operations	CCSF Costs for Program/ Operations	CCSF Costs for Shared Costs	Dept of Rehab. Costs for Program/Op	Dept. of Rehab.Costs for Shared Costs	NCOA Costs for Program/ Operations	NCOA Costs for Shared Costs	EDD Costs for Program/ Operations	EDD Costs for Shared Costs	Other Partner One Stop Costs
Revenue																
Calworks	$ 7,827,323	$ 1,173,859	$9,001,182	$7,807,755	$1,139,859	$0	$19,568	$0	$34,000	$0	$0	$0	$0	$0	$0	$0
WIA	143,499	669,154	812,653	0		579,154	143,499	0	90,000	0	0	0	0	0	0	0
NCOA	0	120,000	120,000	0		0	0	0	0	0	0	0	120,000	0	0	0
Dept. of Reheb.	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0
EDD	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0
Other	401,832	0	401,832	0		0	0	0	0	0	0	0	0	0	0	401,832
Total	$ 8,372,654	$ 1,963,013	$10,335,667	$7,807,755	$1,139,859	$579,154	$163,067	$0	$124,000	$0	$0	$0	$120,000	$0	$0	$401,832
Expenses																
Rent & Staff Costs																
3120 Mission & 3425 Ceser Chavez Building Lease @ 2.25/sf	569,323	516,842	$1,086,165	$550,423	$296,382	$220,460	$0	$0	$0	$0	$0	$0	$0	$0	$0	$18,900
Utilities	80,028	43,092	123,120	80,028	43,092	0	0	0	0	0	0	0	0	0	0	0
Janitorial Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Security guerd	73,938	39,813	113,751	73,938	39,813	0	0	0	0	0	0	0	0	0	0	0
Building repeirs/Tenent Improvements (reconfiguration of resource aree)	58,677	76,596	135,273	58,677	31,596	45,000	0	0	0	0	0	0	0	0	0	0
Total Rent & Staf Cost	$ 781,966	$ 676,343	$ 1,458,309	$ 763,066	$ 410,883	$ 265,460	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 18,900
Operating Costs																
Computer repairs with DHS time (34 computers)	$17,867	$25,395	$43,262	$14,625	$7,875	$17,520	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,242
Office supplies (58% of 80,000/yr - 7,000 WIA)	55,431	34,300	89,731	52,000	28,000	6,300	0	0	0	0	0	0	0	0	0	3,431
Telephones service	5,813	2,538	8,351	4,713	2,538	0	0	0	0	0	0	0	0	0	0	1,100
Staff including fringe	7,310,690	1,096,273	8,406,963	6,799,069	601,319	250,954	163,067	0	124,000	0	0	0	120,000	0	0	348,554
Travel @ 217.00 per staff/yr.	22,220	0	22,220	20,615	0	0	0	0	0	0	0	0	0	0	0	1,605
Staff Development	67,061	46,110	113,171	67,061	36,110	10,000	0	0	0	0	0	0	0	0	0	0
Software, hardware	43,056	25,104	68,160	43,056	23,184	1,920	0	0	0	0	0	0	0	0	0	0
Marketing meterials	13,000	17,000	30,000	13,000	7,000	10,000	0	0	0	0	0	0	0	0	0	0
PESCO	0	20,500	20,500	0	6,500	14,000	0	0	0	0	0	0	0	0	0	0
Purchased furniture/equipment	18,425	8,075	26,500	9,425	5,075	3,000	0	0	0	0	0	0	0	0	0	9,000
Computers for staff - 8 staff @ 2,500	16,000	0	16,000	0	0	0	0	0	0	0	0	0	0	0	0	16,000
Telephone equipments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lab Centar:																
Computers	14,625	7,875	22,500	14,625	7,875	0	0	0	0	0	0	0	0	0	0	0
Copier, Fax	6,500	3,500	10,000	6,500	3,500	0	0	0	0	0	0	0	0	0	0	0
Total OperationCost	7,590,688	1,286,670	8,877,358	7,044,689	728,976	313,694	163,067	-	124,000	-	-	-	120,000	-	-	382,932
Administrative costs	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0
	$ 8,372,654	$ 1,963,013	$ 10,335,667	$7,807,755	$1,139,859	$579,154	$163,067	$0	$124,000	$0	$0	$0	$120,000	$0	$0	$401,832

For the Fiscal Year July 1, 2003 to June 30, 2004
One Stop Cost for the 801 Turk Street

EXAMPLE

EXAMPLE

	Costs for Program/ Oparations	Costs for Sharad Costs	Total Ona Stop Costs	DHS Costs for Program/ Operations	DHS Costs for Shared Costs	WIB Costs for Shared Costs	PIC Costs for Program/ Operations	CCSF Costs for Program/ Operations	CCSF Costs for Shared Costs	Dapt of Rahab. Costs for Program/O...	Dept. of Rehab.Costs for Shared Costs	NCOA Costs for Program/ Operations	NCOA Costs for Shared Costs	EDD Costs for Program/ Oparations	EDD Costs for Sharad Costs	Othar Partnar Ona Stop Costs
Revenue																
Calworks	$ 3,299,063	$ -	$3,299,063	$970,741	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,328,322	$0	$0
WIA	82,891	48,300	131,191	0	0	48,300	82,891	0	0	0	0	0	0	0	0	0
NCOA	0	56,000	56,000	0	0	0	0	0	0	0	0	0	56,000	0	0	0
Dept. of Rehab.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EDD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	$ 3,381,954	$ 104,300	$3,486,254	$970,741	$0	$48,300	$82,891	$0	$0	$0	$0	$0	$56,000	$2,328,322	$0	$0
Expenses																
Rent & Staff Costs																
Building Lease	45,096	0	$45,096	$45,096	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Utilities	5,000	0	5,000	5,000	0	0	0	0	0	0	0	0	0	0	0	0
Janitorial Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Security guard	17,500	0	17,500	17,500	0	0	0	0	0	0	0	0	0	0	0	0
Building repairs/Tenant Improvements (reconfiguration of resource area)	7,500	15,000	22,500	7,500	0	15,000	0	0	0	0	0	0	0	0	0	0
Total Rent & Staf Cost	$ 75,096	$ 15,000	$ 90,096	$ 75,096	$ -	$ 15,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Operating Costs																
Computer repairs with DHS time (34 computers)	$4,180	$4,560	$8,740	$4,180	$0	$4,560	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Office supplies (58% of 80,000/yr - 7,000 WIA)	8,475	5,000	13,475	8,475	0	5,000	0	0	0	0	0	0	0	0	0	0
Telephones service	300	0	300	300	0	0	0	0	0	0	0	0	0	0	0	0
Staff including fringe	2,919,566	56,000	2,975,566	840,970	0	0	82,891	0	0	0	0	0	56,000	1,995,705	0	0
Travel @ 217.00 per staff/yr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Staff Development	11,000	850	11,850	11,000	0	850	0	0	0	0	0	0	0	0	0	0
Software, hardware	5,000	700	5,700	5,000	0	700	0	0	0	0	0	0	0	0	0	0
Marketing materials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PESCO	0	6,500	6,500	0	0	6,500	0	0	0	0	0	0	0	0	0	0
Purchased furniture/equipment	3,500	1,440	4,940	3,500	0	1,440	0	0	0	0	0	0	0	0	0	0
Computers for staff - 8 staff @ 2,500	22,000	0	22,000	22,000	0	0	0	0	0	0	0	0	0	0	0	0
Telephone equipments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lab Cantar:																
Computers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Copier, Fax	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Telephone system	220	0	220	220	0	0	0	0	0	0	0	0	0	0	0	0
TV/VCR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Furniture	0	14,250	14,250	0	0	14,250	0	0	0	0	0	0	0	0	0	0
Furniture/equipment repair	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total OperationCost	2,974,241	89,300	3,063,541	895,645	-	33,300	82,891	-	-	-	-	-	56,000	1,995,705	-	-
Administrative costs	332,617	0	332,617	0		0		0		0		0		332,617		0
	$ 3,381,954	$ 104,300	$ 3,486,254	$970,741	$0	$48,300	$82,891	$0	$0	$0	$0	$0	$56,000	$2,328,322	$0	$0

For the Fiscal Year July 1, 2003 to June 30, 2004

One Stop Cost for the SouthEast Center

EXAMPLE

EXAMPLE

	Costs for Program/ Oparations	Costs for Sharad Costs	Total One Stop Costs	DHS Costs for Program/ Oparations	DHS Costs for Sharad Costs	WIB Costs for Shared Costs	PIC Costs for Program/ Operations	CCSF Costs for Program/ Operations	CCSF Costs for Sharad Costs	Dept of Rahab. Costs for Program/Op.	Dept. of Rehab.Costs for Shared Costs	NCOA Costs for Program/ Operations	NCOA Costs for Shared Costs	EDD Costs for Program/ Operations	EDD Costs for Shared Costs	Othar Partner One Stop Costs
Revenue																
Calworks	$ 2,283,332	$ 89,147	$2,372,479	$2,283,332	$0	$89,147	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
WIA	107,266	0	107,266	0	0	0	107,266	0	0	0	0	0	0	0	0	0
NCOA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dept. of Rehab	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EDD	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	$ 2,390,598	$ 89,147	$2,479,745	$2,283,332	$0	$89,147	$107,266	$0	$0	$0	$0	$0	$0	$0	$0	$0
Expenses																
Rent & Staff Costs																
Building Lease	34,571	0	$34,571	$34,571	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Utilities	10,000	0	10,000	10,000	0	0	0	0	0	0	0	0	0	0	0	0
Janitorial Services	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Security guard	70,000	0	70,000	70,000	0	0	0	0	0	0	0	0	0	0	0	0
Building repairs/Tenant Improvements (reconfiguration of resource area)	15,000	0	15,000	15,000	0	0	0	0	0	0	0	0	0	0	0	0
Total Rent & Staf Cost	$ 129,571	$ -	$ 129,571	$ 129,571	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Operating Costs																
Computer repairs with DHS time (34 computers)	$9,880	$6,080	$15,960	$9,880	$0	$6,080	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Office supplies (58% of 80,000/yr - 7,000 WIA)	16,950	8,096	25,046	16,950	0	8,096	0	0	0	0	0	0	0	0	0	0
Telephones service	600	0	600	600	0	0	0	0	0	0	0	0	0	0	0	0
Staff including fringe	2,168,557	42,951	2,211,508	2,061,291	0	42,951	107,266	0	0	0	0	0	0	0	0	0
Travel @ 217.00 per staff/yr.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Staff Development	17,000	850	17,850	17,000	0	850	0	0	0	0	0	0	0	0	0	0
Software, hardware	10,000	3,170	13,170	10,000	0	3,170	0	0	0	0	0	0	0	0	0	0
Marketing materials	0	500	500	0	0	500	0	0	0	0	0	0	0	0	0	0
PESCO	0	11,500	11,500	0	0	11,500	0	0	0	0	0	0	0	0	0	0
Purchased furniture/equipment	5,000	0	5,000	5,000	0	0	0	0	0	0	0	0	0	0	0	0
Computers for staff - 8 staff @ 2,500	32,500	16,000	48,500	32,500	0	16,000	0	0	0	0	0	0	0	0	0	0
Telephone equipments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Lab Centar:																
Computers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Copier, Fax	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Telephone system	540	0	540	540	0	0	0	0	0	0	0	0	0	0	0	0
TV/VCR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Furniture	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Furniture/equipment repair	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total OperationCost	2,261,027	89,147	2,350,174	2,153,761	-	89,147	107,266	-	-	-	-	-	-	-	-	-
Administrative costs	0	0	0	0		0		0		0		0		0		0
	$ 2,390,598	$ 89,147	$ 2,479,745	$2,283,332	$0	$89,147	$107,266	$0	$0	$0	$0	$0	$0	$0	$0	$0

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

MINUTES OF THE
FEBRUARY 5, 2004 MEETING OF THE
FINANCE SUBCOMMITTEE OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD
Executive Committee

The meeting was held in the Auditorium of the Community College District Office located at 33 Gough Street in San Francisco, California 94103.

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APR 22 2004

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PRESENT:
Rosalie Bulach, Curt Kirschner, Brian Murphy and Trent Rhorer (2:12)

ABSENT:
Dwayne Jones

PIC STAFF:
Pamela Calloway, Alice Chiu, Wes Dixon, Sean Hallisey, Karen Hart and Adrian Trujillo

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5/04

PUBLIC (AS EDVIDENCED BY SIGN-IN SHEET):
J. Browne

The meeting was convened at 2:10 P.M. with a quorum established.

Motion to adopt the agenda was made by Rosalie Bulach and seconded by Curt Kirschner.
Ayes: Rosalie Bulach and Curt Kirschner
Nays: None
Abstentions: None
Motion passed.

Motion to adopt the minutes of the November 6 and December 4, 2003 meetings was made by Rosalie Bulach and seconded by Curt Kirschner.
Ayes: Rosalie Bulach and Curt Kirschner
Nays: None
Abstentions: None
Motion passed.

Item 3 – Quarterly Report

Adrian Trujillo presented an overview of the budgets for PIC, Inc. Administrative Revenue and Expenditures (six months ended December 31, 2003); Realignment (after six months ended December 31,2003); Expenditures (as of December 31, 2003); and Operating Budget (Program Years 2001 through 2005). Within the Administrative Revenue, Mr. Trujillo noted that the Welfare to Work (WtW) formula funds are rescinded effective as of January 23rd. He informed the Committee that staff is currently working with the Department of Human Services to exhaust the remaining WtW funds.

In the mid-year budget analysis, Mr. Trujillo pointed out that there is a minor carryover amount of $38,603. Mr. Trujillo recommended that any carryover amount be reallocated to individual referral contracts. Mr. Trujillo also reported unobligated customized training pilot funds in the amount of $246,397. He informed the Subcommittee that there are several proposals being considered for funding.

Pamela Calloway reminded the Subcommittee that the pilot project is an effort to quickly and flexibly respond to employer needs for skills training. Furthermore in this project, the employer matches the public funding provided dollar for dollar (leverage WIA investment) and guarantees employment for those who complete training.

Brian Murphy suggested some other term for "unobligated" because funds are obligated to certain program streams even though contracts are not yet fully executed.

Item 4 – One Stop Cost Allocation Plan

Mr. Trujillo presented an overview of the Cost Allocation Plan for the One Stop System. He reported that he met with the Operator Consortium and reached consensus to differentiate shared cost and program costs which clarifies who's contributing what and how much. The Consortium is in agreement that the methodology (space-based allocation) in the proposed Plan works.

Chair Murphy clarified that the recommendation is to approve the approach to a combination of program costs and shared costs. Ms. Calloway added that the collected and preliminary analysis of those data will be based a space-based cost allocation plan.

Motion to authorize the adoption of a cost sharing methodology for purposes of generating a cost sharing plan for the One Stop System that is based upon the allocations of space and derivatively based upon a combination of program costs and shared operator costs and subsequently to the adoption of that framework that the Committee requests and requires that the substantive formulas be brought back with the agreement of One Stop Partners to make it more concrete was made by Curt Kirschner and seconded by Trent Rhorer.

Ayes: Rosalie Bulach, Curt Kirschner and Trent Rhorer
Nays: None
Abstentions: None
Motion passed.

There was no public testimony on non-agenda items.

Item 6 – Future Agenda Items

Chair Murphy listed the following future agenda items:

- completed cost allocation plan with numbers and agreements;
- budget updates

Mr. Trujillo added at the next meeting, the Committee would receive for review the Audit Report for two years ended on June 30, 2003 and approve the audit report. Mr. Rhorer asked that a discussion of strategies to deal with reductions in revenues and program costs be a future agenda item.

Motion to adjourn the meeting 2:58 P.M. was made by Curt Kirschner and seconded by Rosalie Bulach.

Ayes: Rosalie Bulach, Curt Kirschner and Trent Rhorer
Nays: None
Abstentions: None
Motion passed.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

DOCUMENTS DEPT.

MAR 15 2004

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NOTICE OF A PUBLIC MEETING
OF THE
FINANCE SUBCOMMITTEE
OF THE
EXECUTIVE COMMITTEE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date:	Thursday, March 18, 2004
Time:	2:00 p.m. – 4:00 p.m.
Location:	Community College District Office Auditorium 33 Gough Street San Francisco CA 94103

Copies of materials may be obtained from and/or reviewed at the PIC offices at both of the addresses shown below and on the PIC's website, www.picsf.org.

AGENDA APPEARS ON THE REVERSE SIDE

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(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Donna Hall, Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724
Fax: 415-554-5163
E-mail: donna_hall@ci.sf.ca.us
The Sunshine Ordinance is also available online at: www.sfgov.org/bdsupvrs/sunshine.htm

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In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.
If you require special accommodation due to a disability, contact Roberta Fazande at least 72 hours in advance at 415-923-4265,TDD 800-735-2929 (CRS) or rfazande@picsf.org

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Issued: Friday, March 12, 2004

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www.picsf.org • e-mail: 411@picsf.org

1650 Mission Street, Suite 300 • San Francisco, CA 94103-2490
Telephone 415.431.8700 • Fax 415.431-8702
TDD 800.735.2929 (CRS)

PROPOSED AGENDA
FINANCE SUBCOMMITTEE OF THE EXECUTIVE COMMITTEE
THURSDAY, MARCH 18, 2004

1. Adoption of the Agenda *(Action Item)*
2. Adoption of minutes from the February 5, 2004 meetings *(Action Item)**
3. Update on Monthly Reports (Discussion Item)*
   a) Customized Training
   b) Carryover for Next Program Year
4. Projection on Next Year's WIA Formula Allocations (Discussion Item)*
5. Adoption of Audit Report *(Action Item)**
6. Public Testimony on Non-Agenda Items (Discussion Item)
7. Future Agenda Items (Discussion Item)
8. Adjournment *(Action Item)*

Public testimony on agenda items will be taken throughout the meeting.

*Information enclosed.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC
EXPENDITURES AS OF JANUARY 31, 2004

	PY 03 Budget	Total Expenses @ 1/31/04	YTD %	Total Commitment	Balance of O.J.T.'s not Contracted	Projected PY 03 Carryover*
WIA Adult Grant	$ 2,923,433	$ 1,375,920	47.1%	$ 1,547,513		$ 150,000
WIA Youth Grant	3,196,600	1,667,968	52.2%	1,528,632		300,000
WIA Disloc. Workers	3,257,300	1,802,709	55.3%	1,454,591		0
San Francisco IT Consortium	3,111,508	1,023,377	32.9%	1,391,451	696,680	600,000
Youth Crime Prevention Grant	330,856	167,917	50.8%	162,939		0
WIA 15% Ground fish	74,327	5,556	7.5%	68,771		0
Navigator (Disability)	34,500	0	0.0%	34,500		0
WIA Rapid Response	350,000	135,138	38.6%	214,862		0
Nurse Workforce Initiative	284,111	128,923	45.4%	155,187		0
WIA Special Project	63,000	32,175	51.1%	30,825		0
WtW Formula Grant	555,230	555,230	100.0%	0		0
Supportive Employment Program	402,884	148,123	36.8%	254,761		0
Labor Market Information	47,994	35,813	74.6%	12,181		0
Hope House	208,274	30,909	14.8%	177,365		0
Dept. of Children Youth & Their Families	260,000	143,559	55.2%	116,441		0
Homeless Employment Celebrative	1,030,284	656,021	63.7%	374,263		0
Mayor's Office of Community Development	92,000	70,660	76.8%	21,340		0
CalWorks/PAES	2,177,329	715,388	32.9%	1,461,941		0
San Francisco Redevelopment Agency	1,001,664	617,120	61.6%	384,544		0
Community Jobs Initiative	788,617	289,221	36.7%	499,396		0
Refugee	761,516	262,166	34.4%	499,350		0
1st Source Hiring/ Mission Bay	245,000	168,602	68.8%	76,398		0
Muni Project	475,000	290,154	61.1%	184,846		0
Project Advance	50,000	6,060	12.1%	43,940		0
Youth Opportunity Grant	6,779,130	3,367,433	49.7%	3,411,697		0
Other Funds	1,118,448					0
Total Expenditure	**$ 29,619,006**	**$ 13,696,144**	**46.2%**	**$ 14,107,734**	**$ 696,680**	**$ 1,050,000**

This schedule represents total expenditures as of January 31, 2004 compared to the annual budget.
*The Projected PY 03 carryover to be used for next year is a projection that will be updated at all future meetings.

3/12/2004

PIC of SAN FRANCISCO, Operating Budget
Budgeted PIC Admin Revenue & Expenditures
for the Program Years 2001 THROUGH 2005

Total Grant Awards	PY 01-02 Actual	PY 02-03 Actual	PY 03-04 Budget	PY 04-05 Budget	PY 05-06 Budget
DOL WtW (Formula & Competitive)	$2,103,001	$722,186	$555,230	$0	$0
Youth Opportunity Grant	6,714,894	8,985,017	6,779,130	3,500,000	0
Youth Crime Prevention	111,485	488,515	330,856	330,856	330,856
H-1B / WIA 15% Technical Skills Training - SFITC	1,981,549	1,073,432	3,209,345	0	0
Workforce Investment Grant	7,352,570	6,273,265	9,810,324	8,272,350	8,272,350
CalWork ET	4,028,242	3,123,008	3,368,830	2,765,946	2,765,946
State Refugee Grants	1,242,952	900,958	771,236	645,805	613,515
Homeless Employment Collaborative	1,070,922	1,152,248	1,149,994	1,149,994	1,149,994
S.F. Redevelopment Agency/Mission Bay	1,448,752	1,826,107	2,098,250	1,881,714	1,262,666
Nurse Workforce/Care Givers initiative	1,126,746	558,473	390,116	0	0
Labor Market Information	60,565	51,897	58,138	58,138	58,138
Mayor's Office of Community Development	75,000	77,471	70,000	70,000	70,000
DOL Proposed Grants	0	0	659,323	659,323	624,823
Other Funds	206,289	409,448	459,125	189,125	189,125
	$ 27,522,965	$ 25,642,027	$ 29,709,897	$ 19,523,251	$ 15,337,413

PIC Admin REVENUE	PY 01 Actual	PY 02 Actual	PY 03-04 Budget	PY 04-05 Budget	PY 05-06 Budget
DOL WtW (Formula & Competitive)	$116,237	$51,240	$39,304	$0	$0
Youth Opportunity Grant	2,492,157	2,992,142	3,000,000	3,000,000	0
Youth Crime Prevention	20,642	109,151	100,000	100,000	100,000
H-1B / WIA 15% Technical Skills Training - SFIT	153,694	191,670	415,377	57,500	57,500
Workforce Investment Grant	1,820,122	2,049,560	2,643,772	2,673,811	2,709,838
DHS-Calworks,CJI & PAES2Work	1,038,231	806,363	653,149	607,169	607,169
State Refugee Grants	144,838	79,497	118,336	83,090	78,935
Homeless Employment Collaborative	176,865	221,991	173,853	173,853	173,853
S.F. Redevelopment Agency/Mission Bay	39,602	80,190	173,161	129,129	70,603
Nurse Workforce/Care Givers initiative	174,973	102,093	50,116	0	0
Labor Market Information	58,130	46,938	58,138	58,138	58,138
Mayor's Office of Community Development	72,489	74,950	68,000	68,000	68,000
DOL Proposed Grants	0	0	114,500	114,500	80,000
Other Funds	89,421	95,139	126,000	50,000	50,000
Total Revenue	6,397,402	6,900,922	7,733,707	7,115,190	4,054,036
PIC Admin EXPENSES					
Personnel Cost	5,338,869	6,018,582	6,877,877	6,874,948	4,019,882
Total Office Overhead cost	1,058,533	882,339	855,829	791,329	746,329
TOTAL EXPENSES	6,397,402	6,900,922	7,733,706	7,666,277	4,766,211
Excess Revenue over Expenditures	$0	$0	$0	($551,087)	($712,175)

Note:
The Labor Market Information grant that PIC has received for many years will end March 31, 2004 and will not be renewed. The grant was for $58,183.
The San Francisco IT grants (H-1B and WIA 15%) will end on December 31, 2004. The total amount of these grants are $3,899,946 for three years

Average cost per employee is $53,547.85 for one FTE

Original deficit balance	**($494,459)**
Decrease in Refugee grants	(10,648)
Decrease in CalWorks/PAES	(19,000)
Elimination of PAES 2 Work	(26,980)
Revised deficit balance	**(551,087)**

3/12/2004

Summary of Actual and Proposed Contracts for Customize Training using WIA Adult Formula Funds

There are actual and proposed contracts that amount to **$216,103** out of the $300,000 budget for this program year.

	Employer	Employer Contact	Training Provider (T.P.)	T.P. Contact	Participants Served	Status	Expected Funding
1	Jewish Home for the Aged	Sandra P. Epstein 415.334.2500	**JVS**	Abby Snay 415.391.3600	12	Funded	$53,603
2	Not Specified	N/A	**YCD**	John Williams 415.822.3491	20	Cancelled	-0-
3	Hotel Consortium/ SF Labor Council	Walter Johnson 415.440.4809	**CCSF**	John Carrese 415.267.6565	33	Funded	$10,000
4	Corporate Security Service	Ave Seltsam 415.543.3460	*Syndi Seid*	N/A	TBD	Development Stage	$12,000 (estimate)
5	In Home Support Services	Margaret Baran	*Arriba Juntos*	Dalila Ahumada	25	In Negotiation	$5,000
6	In Home Support Services	Margaret Baran	*Arriba Juntos*	Dalila Ahumada	40	In Negotiation	$4,000
7	California Association of Health Facilities	Kenneth Merchant	*In-House*	30	TBD	Development Stage	$67,500 (estimate)
8	SF Auto Return	John Pendleton	*TBD*	TBD	15	Development Stage	TBD
9	Multi-Employer Law Firms	Muli Employer	*JVS*	TBD	15	In Negotiation	$12,500
10	Multi-Employer Security Firms Local 24-7	Lagouri Associates	*City College*	Phyllis McGuire	20	Development Stage	$15,000
11	Hotel Consortium/ SF Labor Council	Walter Johnson 415.440.4809	*CCSF*	John Carrese 415.267.6565	33	Development Stage	$11,000
12	Home Health Advocates, Inc.	Alex Saldarriaga	*Arriba Juntos*	Dalila Ahumada	30	Development Stage	$3,000 (estimate)
13	Home Health Advocates, Inc.	Alex Saldarriaga	*Arriba Juntos*	Dalila Ahumada	30	Development Stage	$2,500 (estimate)
14	Bank of America	N/A	*City College*	Judy Teng	50	Development Stage	$15,000 (estimate)

15	Wells Fargo	N/A	*The Family School*	Jeanetta Nartey	TBD	Preliminary Stage	TBD
16	Synergy Living, Inc.	Chad Lewis	*Pacific Institute*	Doris Bersing	25	Development Stage	$5,000 (estimate)
17	Unnamed hotel	TBD	*City College*	Christine Salang	50	Preliminary	TBD

The **bold providers** are approved training providers for customize training and the **italic** are to be voted by the Executive Committee by March 17, 2004.

Customized Training Projects to Date:

1. **Jewish Home for the Aged**
On July 1, 2003 the PIC pledged $53,603 to Jewish Vocational Service to operate a customized training program for 12 San Francisco residents for employer Jewish Home for the Aged. The project completed its first cycle, 5 individuals were trained (please refer to the attached WIA Adult Self-Evaluation). The second cycle started on March 9th, seven participants were enrolled in this project.

2. **YCD Client**
On July 1, 2003 the PIC pledged $59,780.00 to Young Community Developers to operate a customized training program for 10 San Francisco residents. An employer was not identified. On October 24. 2003 this contract was cancelled.

3. **Hotel Consortium/ San Francisco Labor Council**
Funding for this project was approved on January 14, 2004. Training starts on February 16, 2004 until April 7, 2004 run for eight weeks.

4. **Corporate Security Service**
CSS has expressed an interest in the Customized Training Program to train security guards in proper business etiquette. CSS submitted a letter to the PIC on January 30, 2004 expressing intent to submit a Customized Training proposal to the PIC in the coming weeks. We have identified the security industry as being an industry well suited to the Customized Training Program and so are gratified with this opportunity.

5 & 6 **In Home Support Services (ISS)**
On February 27, 2004 ISS and Arriba Juntos (AJ) jointly submitted two proposals for funding: The one referenced as #5 above is designed to train existing Home Care Aides in Vocational English As a Second Language. The one referenced as #6 above is designed to train existing Home Care Aides in job enhancement skills. These proposals will be on the Executive Committee March 17, 2004 meeting agenda for Committee consideration.

7. **California Association of Health Facilities (CAHF)**
We have been approached by the California Association of Health Facilities (an employer trade association) to discuss the possibility of using the Customized Training funds to provide career-ladder training to health care workers. PIC staff and CAHF representatives met on Feb. 23, 2004 to explore the possibility of partnership in the program. CAHF is in the process of developing a proposal for funding. CAHF has operated a successful Customized Training with the San Diego WIB and would like to duplicate that success in San Francisco.

8,9, 10 SF Auto Return, Multi –Employer Law Firms, and Multi-Employer Security Firms
These employers are introduced to the Customized Training program by SF Works. The multi-employer law firms project is scheduled to start in April.

11. **Hotel Consortium/ San Francisco Labor Council**
The Consortium has expressed interest in submitting a second proposal for funding the same training as referenced in #3 as soon as possible. The projected start date of the program is April 12, 2004. A different group of hotels will be involved in this project.

12. **Home Health Advocates, Inc. (HHA)**
HHA has approached the PIC to train approximately 30 incumbent Home Health Aides and Certified Nursing Assistants in specialized Alzheimer / Dementia care.

13. **Home Health Advocates, Inc. (HHA)**
HHA expressed interests in providing Care Management System training to new employees as a condition of hire. This project and the above project are scheduled to start by May, 2004.

14. **Bank of America (B of A)**
B of A, City College and PIC staffs had preliminary discussions about a possible customized training partnership. B of A intends to retrain approximately 500 individuals into different positions within B of A to avert a massive layoff and to advance the skills of these individuals The program is expected to train 50 individuals at a time. If funded, WIA share for the entire training is estimated at $125,000. A subsequent meeting between B of A, City College and PIC staff is scheduled to take place on March 12, 2004.

15. **Well Fargo Bank**
The Family School had a preliminary discussion with Wells Fargo bank on Customized Training. Wells Fargo is very much interested to further explore this opportunity.

16. **Synergy Living, Inc.**
Synergy Living, Inc. identified a need to train its existing health care workers in specialized mental health awareness training. Synergy is in discussion with its training provider to submit a joint proposal to the PIC before June.

17. Unnamed hotel
City College of San Francisco contacted us on March 11, 2004 related to a Customized Training project for 25 participants for a major hotel in San Francisco. A meeting has been scheduled for March 16, 2004. Staff will report to the Finance Subcommittee at the Subcommittee meeting.

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
creating employment opportunities

MEMORANDUM

TO: Finance Subcommittee **DATE:** March 12, 2004

FROM: Adrian Trujillo AT

SUBJECT: Projected Flow of WIA Formula Funds

Enclosed are five schedules projecting funding in five scenarios. The five scenarios are a reduction of 10% and 20% of last year's allocation, an increase of 10% and 20% of last year's allocation and one schedule with no change from last year's allocation.

I have made some assumptions in these schedules in order to limit the number of scenarios. One assumption is that the training cost is fixed at the same dollar amount as last year's budget unless there is an increase of funds and then the training dollars increase proportionately.

Another assumption is that there is a fixed amount ($300,000) for customize training that is included in the training dollars regardless of funding levels.

In the scenarios with a reduction of 10% and 20%, the schedules were adjusted to display fewer funds in the line item for One Stop Support and PIC Operation/Management since the dollar amount was fixed for the training cost. There are footnotes at the bottom of these schedules describing this adjustment.

If you have any questions please let me know.

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Projected Flow of WIA Funds (PY '04)

Projected WIA Adult PY 04 Allocation **$ 3,226,460** **20%** increase from prior year

				Total $	Total %
PIC Admin	$ 322,646			$ 322,646	10.0%
PIC Operation/Management	438,969			438,969	13.6%
One Stop Support	380,440			380,440	11.8%
WIA Training (65% of Allocation)	2,084,405				
	$ 3,226,460				
Customize Training of 65% (Fixed)		$ 300,000		300,000	9.3%
Participant Support Pool of 65% (Fixed)		175,567		175,567	5.4%
Job Seeker Direct of 65%		1,608,838			
		$ 2,084,405			
Job Seekers Direct:					
Cost Reimbursement 85%			$ 1,367,513	1,367,513	42.4%
I.R. 15%			241,326	241,326	7.5%
			$ 1,608,838	$ 3,226,460	100.0%

Projected WIA Formula Funds:

	WIA Adult		WIA Youth		WIA D.W.		Total	
PIC Admin	$ 322,646	10.0%	$ 298,387	10.0%	$ 334,089	10.0%	$ 955,122	10.0%
PIC Operation/Management	438,969	13.6%	447,581	15.0%	501,133	15.0%	1,387,683	14.5%
One Stop Support	380,440	11.8%	387,904	13.0%	434,315	13.0%	**1,202,659**	12.6%
Customize Training	300,000	9.3%	0	0.0%	0	0.0%	300,000	3.1%
Part. Support Pool (Childcare, Txport.)	175,567	5.4%	180,000	6.0%	240,000	7.2%	595,567	6.2%
Cost Reimbursement	1,367,513	42.4%	1,670,002	56.0%	0	0.0%	3,037,514	31.8%
I.R.	241,326	7.5%	0	0.0%	1,831,349	54.8%	2,072,675	21.7%
	$ 3,226,460	100.0%	$ 2,983,874	100.0%	$ 3,340,885	100.0%	$ 9,551,219	100.0%

The box above represents the WIA Adult formula allocation split between the budgeted line items that was adopted by the Executive Committee last year. Below the box are the WIA Formula funds (Adult, Youth and Dislocated Workers) split by budgeted line item that was adopted by the Executive Committee last year with an increase of **20%**.
For this schedule, there is a $300,000 fixed amount for customize training that was adopted by the Executive Committee last year.

3/12/2004

Projected Flow of WIA Funds (PY '04)

Projected WIA Adult PY 04 Allocation $ 2,957,589 **10%** increase from prior year

				Total $	Total %
PIC Admin	$ 295,759			$ 295,759	10.0%
PIC Operation/Management	398,638			398,638	13.5%
One Stop Support	345,487			345,487	11.7%
WIA Training (65% of Allocation)	1,917,705				
	$ 2,957,589				
Customize Training of 65% (Fixed)		$ 300,000		300,000	10.1%
Participant Support Pool of 65% (Fixed)		175,567		175,567	5.9%
Job Seeker Direct of 65%		1,442,138			
		$ 1,917,705			
Job Seekers Direct:					
Cost Reimbursement 85%			$ 1,225,817	1,225,817	41.4%
I.R. 15%			216,321	216,321	7.3%
			$ 1,442,138	$ 2,957,589	100.0%

Projected WIA Formula Funds:

	WIA Adult		WIA Youth		WIA D.W.		Total	
PIC Admin	$ 295,759	10.0%	$ 273,522	10.0%	$ 306,248	10.0%	$ 875,529	10.0%
PIC Operation/Management	398,638	13.5%	410,283	15.0%	459,372	15.0%	1,268,293	14.5%
One Stop Support	345,487	11.7%	355,578	13.0%	398,122	13.0%	**1,099,187**	12.6%
Customize Training	300,000	10.1%	0	0.0%	0	0.0%	300,000	3.4%
Part. Support Pool (Childcare, Txport.)	175,567	5.9%	165,000	6.0%	220,000	7.2%	560,567	6.4%
Cost Reimbursement	1,225,817	41.4%	1,530,835	56.0%	0	0.0%	2,756,652	31.5%
I.R.	216,321	7.3%	0	0.0%	1,678,736	54.8%	1,895,057	21.6%
	$ 2,957,589	100.0%	$ 2,735,218	100.0%	$ 3,062,478	100.0%	$ 8,755,285	100.0%

The box above represents the WIA Adult formula allocation split between the budgeted line items that was adopted by the Executive Committee last year. Below the box are the WIA Formula funds (Adult, Youth and Dislocated Workers) split by budgeted line item that was adopted by the Executive Committee last year with an increase of **10%**.

For this schedule, there is a $300,000 fixed amount for customize training that was adopted by the Executive Committee last year.

Projected Flow of WIA Funds (PY '04)

Projected WIA Adult PY 04 Allocation $ 2,688,717 **0%** change from prior year

				Total $	Total %
PIC Admin	$ 268,872			$ 268,872	10.0%
PIC Operation/Management	358,308			358,308	13.3%
One Stop Support	310,533			310,533	11.5%
WIA Training (65% of Allocation)	1,751,005				
	$ 2,688,717				
Customize Training of 65% (Fixed)		$ 300,000		300,000	11.2%
Participant Support Pool of 65% (Fixed)		175,567		175,567	6.5%
Job Seeker Direct of 65%		1,275,438			
		$ 1,751,005			
Job Seekers Direct:					
Cost Reimbursement 85%			$ 1,084,122	1,084,122	40.3%
I.R. 15%			191,316	191,316	7.1%
			$ 1,275,438	$ 2,688,717	100.0%

Projected WIA Formula Funds:

	WIA Adult		WIA Youth		WIA D.W.		Total	
PIC Admin	$ 268,872	10.0%	$ 248,656	10.0%	$ 278,407	10.0%	$ 795,935	10.0%
PIC Operation/Management	358,308	13.3%	372,984	15.0%	417,611	15.0%	1,148,903	14.4%
One Stop Support	310,533	11.5%	323,253	13.0%	361,929	13.0%	**995,716**	12.5%
Customize Training	300,000	11.2%	0	0.0%	0	0.0%	300,000	3.8%
Part. Support Pool (Childcare, Txport.)	175,567	6.5%	150,000	6.0%	200,000	7.2%	525,567	6.6%
Cost Reimbursement	1,084,122	40.3%	1,391,668	56.0%	0	0.0%	2,475,790	31.1%
I.R.	191,316	7.1%	0	0.0%	1,526,124	54.8%	1,717,440	21.6%
	$ 2,688,717	100.0%	$ 2,486,562	100.0%	$ 2,784,071	100.0%	$ 7,959,350	100.0%

The box above represents the WIA Adult formula allocation split between the budgeted line items that was adopted by the Executive Committee last year. Below the box are the WIA Formula funds (Adult, Youth and Dislocated Workers) split by budgeted line item that was adopted by the Executive Committee. For this schedule, there is a $300,000 fixed amount for customize training that was adopted by the Executive Committee last year.

3/12/2004

Projected Flow of WIA Funds (PY '04)

Projected WIA Adult PY 04 Allocation **$ 2,419,845** **-10%** decrease from prior year

				Total $	Total %
PIC Admin	$ 241,985			$ 241,985	10.0%
PIC Operation/Management	317,977			317,977	13.1%
One Stop Support	108,879			108,879	4.5%
WIA Training (72% of Allocation)	1,751,005				
	$ 2,419,845				
Customize Training of 72% (Fixed)		$ 300,000		300,000	12.4%
Participant Support Pool of 72% (Fixed)		175,567		175,567	7.3%
Job Seeker Direct of 72%		1,275,438			
		$ 1,751,005			
Job Seekers Direct:					
Cost Reimbursement 85%			$ 1,084,122	1,084,122	44.8%
I.R. 15%			191,316	191,316	7.9%
			$ 1,275,438	$ 2,419,845	100.0%

Projected WIA Formula Funds:

	WIA Adult		WIA Youth		WIA D.W.		Total	
PIC Admin	$ 241,985	10.0%	$ 223,791	10.0%	$ 250,566	10.0%	$ 716,342	10.0%
PIC Operation/Management	317,977	13.1%	335,686	15.0%	375,850	15.0%	1,029,512	14.4%
One Stop Support	108,879	4.5%	136,761	6.1%	153,124	13.0%	**398,765**	5.6%
Customize Training	300,000	12.4%	0	0.0%	0	0.0%	300,000	4.2%
Part. Support Pool (Childcare, Txport.)	175,567	7.3%	150,000	6.7%	200,000	7.2%	525,567	7.3%
Cost Reimbursement	1,084,122	44.8%	1,391,668	62.2%	0	0.0%	2,475,790	34.6%
I.R.	191,316	7.9%	0	0.0%	1,526,124	54.8%	1,717,440	24.0%
	$ 2,419,845	100.0%	$ 2,237,906	100.0%	$ 2,505,664	100.0%	$ 7,163,415	100.0%

The box above represents the WIA Adult Formula allocation split between the budgeted line items that was recommend to the Executive Committee last year. Below the box are the WIA Formula funds (Adult, Youth and Dislocated Workers) split by budgeted line item similar to prior year with a decrease of 10%. All Training Costs are fixed at this years (PY 03) dollar amounts. This resulted in less fund for other line items. In this schedule the difference from the fixed % was **subtracted from the One Stop Support line item only**. Other options are possible to account for the difference in Training Cost fixed dollars and the %. For this schedule, there is a $300,000 fixed amount for customize training that was adopted by the Executive Committee last year.

Projected Flow of WIA Funds (PY '04)

Projected WIA Adult PY 04 Allocation $ 2,150,974 **-20%** decrease from prior year

				Total $	Total %
PIC Admin	$ 215,097			$ 215,097	10.0%
PIC Operation/Management	92,436			92,436	4.3%
One Stop Support	92,436			92,436	4.3%
WIA Training (81% of Allocation)	1,751,005				
	$ 2,150,974				
Customize Training of 81% (Fixed)		$ 300,000		300,000	13.9%
Participant Support Pool of 81% (Fixed)		175,567		175,567	8.2%
Job Seeker Direct of 81%		1,275,438			
		$ 1,751,005			
Job Seekers Direct:					
Cost Reimbursement 85%			$ 1,084,122	1,084,122	50.4%
I.R. 15%			191,316	191,316	8.9%
			$ 1,275,438	$ 2,150,974	100.0%

Projected WIA Formula Funds:

	WIA Adult		WIA Youth		WIA D.W.		Total	
PIC Admin	$ 215,097	10.0%	$ 198,925	10.0%	$ 222,725	10.0%	$ 636,747	10.0%
PIC Operation/Management	92,436	4.3%	124,328	6.3%	139,203	6.2%	355,967	5.6%
One Stop Support	92,436	4.3%	124,328	6.3%	139,203	6.2%	355,967	5.6%
Customize Training	300,000	13.9%	0	0.0%	0	0.0%	300,000	4.7%
Part. Support Pool (Childcare, Txport.)	175,567	8.2%	150,000	7.5%	200,000	9.0%	525,567	8.3%
Cost Reimbursement	1,084,122	50.4%	1,391,668	70.0%	0	0.0%	2,475,790	38.9%
I.R.	191,316	8.9%	0	0.0%	1,526,124	68.5%	1,717,440	27.0%
	$ 2,150,974	100.0%	$ 1,989,250	100.0%	$ 2,227,255	100.0%	$ 6,367,478	100.0%

The box above represents the WIA Adult formula allocation split between the budgeted line items that was recommend to the Executive Committee last year.
Below the box are the WIA Formula funds (Adult, Youth and Dislocated Workers) split by budgeted line item similar to prior year with a decrease of 20%.
All Training Costs are fixed at this years (PY 03) dollar amounts. This resulted in less fund for other line items. In this schedule the difference from the fixed % was subtracted from **the One Stop Support line item and PIC Operation/Management line item**. Other options are possible to account for the difference in Training Cost fixed dollars and the %.
For this schedule, there is a $300,000 fixed amount for customize training that was adopted by the Executive Committee last year.

3/12/2004

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

AUDITED FINANCIAL STATEMENTS
AND OMB CIRCULAR A-133 REPORTS

FINDINGS, IF ANY, WILL BE SENT TO THE FINANCE COMMITTEE EARLY NEXT WEEK.

ALL FINDINGS, IF ANY, WILL INCLUDE MANAGEMENTS RESPONSES.

FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

IZABAL, BERNACIAK & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
AUDITED FINANCIAL STATEMENTS
AND OMB CIRCULAR A-133 REPORTS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Private Industry Council
of San Francisco, Inc.
San Francisco, California

We have audited the accompanying statement of financial position of the Private Industry Council of San Francisco, Inc. as of June 30, 2003 and the related statements of activities, functional expenses and cash flows for the two year period then ended. These financial statements are the responsibility of the Private Industry Council of San Francisco, Inc. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, issued by the Comptroller of the United States, and Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Private Industry Council of San Francisco, Inc. as of June 30, 2003, and the changes in its net assets and its cash flows for the two year period then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have issued a report dated February 24, 2004 on our consideration of Private Industry Council of San Francisco, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. These reports are an integral part of our audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

San Francisco, California
February 24, 2004

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2003

ASSETS		
Cash and Cash Equivalents	$	6,462
Grants Receivable		3,551,086
Other Receivables		40,000
Prepaid Expenses		98,832
Equipment (Less accumulated depreciation of $592,436) (Note D)		211,700
Total Assets	$	3,908,080
LIABILITIES AND NET ASSETS		
Liabilities		
Accrued Liabilities	$	3,403,870
Deferred Revenue (Note C)		88,077
Accrued Employee Leave Benefits		235,080
Total Liabilities		3,727,027
Net Assets - Unrestricted		181,053
Total Liabilities and Net Assets	$	3,908,080

See notes to financial statements

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
STATEMENT OF ACTIVITIES
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

	Unrestricted
REVENUE	
Grant Revenue	$ 49,219,511
Interest Income	939
Contributions	133,319
Miscellaneous	81,521
Total Revenues	49,435,290
EXPENSES	
Program Expenses	36,203,280
Administrative Expenses	13,273,586
Total Expenditures	49,476,866
Excess (deficiency) of Revenues over Expenses	(41,576)
Net Assets at Beginning of Year	157,713
Net Adjustment for Capitalization of Fixed Assets Purchased with Grant Funds	64,916
Net Assets at End of Year	$ 181,053

See notes to financial statements

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE TWO YEARS ENDED JUNE 30, 2003

	Workforce Investment Act	Welfare to Work/ Calworks	Youth Services (Not Including WIA-Youth)	Refugee	Homeless	San Francisco Redevelopment Agency
Cost Reimbursement	$ 4,867,415	$ 4,010,474	$ 271,185	$ 1,842,378	$ 1,619,631	$ 2,241,502
I.R. Set Asides	2,450,430	1,309,594	-	54,230	-	-
OJT Set-Asides	299,786	-	-	5,020	-	-
Supportive Services	781,159	3,286	-	46,796	118,923	-
Wages-Participant	-	1,243,642	-	-	-	-
Depreciation	-	-	-	-	-	-
Other Program Cost	1,347,432	447,748	4,753	2,269	334	-
Total Program Expenses	9,746,221	7,014,744	275,938	1,950,693	1,738,888	2,241,502
Salaries and Wages	-	-	-	-	-	-
Fringe Benefits	-	-	-	-	-	-
Contracted Service	-	-	-	-	-	-
Staff Training/Travel	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Payroll/Banking Fees	-	-	-	-	-	-
Supplies & Materials	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
Telephone	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Advertising/PR	-	-	-	-	-	-
Moving & Storage	-	-	-	-	-	-
Reproduction	-	-	-	-	-	-
Publications & Subcriptions	-	-	-	-	-	-
Employment & Training	-	-	-	-	-	-
One Stop Costs	-	-	-	-	-	-
Messenger Service	-	-	-	-	-	-
Miscellaneous Costs	-	-	-	-	-	-
PIC Administration	1,418,966	758,001	50,400	207,873	17,065	85,468
PIC Operations	2,848,984	1,405,788	146,580	-	280,748	30,792
Total Adminstrative Expenses	4,267,950	2,163,789	196,980	207,873	297,813	116,260
TOTAL EXPENSES	**$ 14,014,171**	**$ 9,178,533**	**$ 472,918**	**$ 2,158,566**	**$ 2,036,701**	**$ 2,357,762**

See notes to financial statements

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE TWO YEARS ENDED JUNE 30, 2003

	Youth Opportunity Grant	H-1B Technical Skill	First Source Hiring/Muni	Other	Unrestricted	Administrative Cost Pool	Total
Cost Reimbursement	$ 5,514,915	$ 2,217,980	$ 771,000	$ 54,773	$ -	$ -	$ 23,411,253
I.R. Set Asides	1,702,193	-	-	-	-	-	5,516,447
OJT Set-Asides	27,291	-	-	-	-	-	332,097
Supportive Services	544,279	-	-	-	15,078	-	1,509,521
Wages-Participant	500	-	-	-	51,629	-	1,295,771
Depreciation	-	-	-	-	63,568	-	63,568
Other Program Cost	2,170,665	259	25,364	17,558	58,242	-	4,074,623
Total Program Expenses	9,959,843	2,218,239	796,364	72,331	188,517	-	36,203,280
Salaries and Wages	-	-	-	-	-	9,547,499	9,547,499
Fringe Benefits	-	-	-	-	-	1,785,729	1,785,729
Contracted Service	-	-	-	-	-	472,387	472,387
Staff Training/Travel	-	-	-	-	-	64,047	64,047
Rent	-	-	-	-	-	628,371	628,371
Equipment Rental	-	-	-	-	-	246,256	246,256
Payroll/Banking Fees	-	-	-	-	-	26,699	26,699
Supplies & Materials	-	-	-	-	-	137,868	137,868
Insurance	-	-	-	-	-	55,031	55,031
Telephone	-	-	-	-	-	145,878	145,878
Postage	-	-	-	-	-	47,922	47,922
Advertising/PR	-	-	-	-	-	6,196	6,196
Moving & Storage	-	-	-	-	-	3,910	3,910
Reproduction	-	-	-	-	-	19,432	19,432
Publications & Subcriptions	-	-	-	-	-	4,238	4,238
Employment & Training	-	-	-	-	-	55,288	55,288
One Stop Costs	-	-	-	-	-	8,593	8,593
Messenger Service	-	-	-	-	-	4,749	4,749
Miscellaneous Costs	-	-	-	-	-	13,493	13,493
PIC Administration	954,538	101,542	73,289	303,210	8,640	(3,978,992)	-
PIC Operations	4,329,761	235,114	14,863	1,964	-	(9,294,594)	-
Total Adminstrative Expenses	5,284,298	336,657	88,152	305,174	8,640	(0)	13,273,586
TOTAL EXPENSES	**$ 15,244,142**	**$ 2,554,895**	**$ 884,516**	**$ 377,505**	**$ 197,157**	**$ (0)**	**$ 49,476,866**

See notes to financial statements

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
STATEMENT OF CASH FLOWS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

CASH FLOWS FROM OPERATING ACTIVITIES		
Excess of Revenue Over Expenses	$	(41,576)
Adjustments to reconcile deficit of Revenue Over Expenses Used by Operations		
Depreciation		63,568
(Increase)/Decrease In:		
Grants Receivable		1,401,442
Prepaid Expenses		(46,880)
Increase/(Decrease) In:		
Accrued Liabilities		(143,425)
Deferred Revenue		(868,160)
Accrued Employee Leave Benefits		66,576
Net Increase (Decrease) in Cash and Cash Equivalents		431,545
Cash and Cash Equivalents at June 30, 2001		(425,083)
Cash and Cash Equivalentsat June 30, 2003	$	6,462

See notes to financial statements

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

Note A: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Private Industry Council of San Francisco, Inc. (PIC) is a California corporation organized pursuant to the General Non-Profit Corporation Law in September 1979. The purposes for which it was formed are:

"(a) The specific and primary purposes are to operate a private industry council under the Federal *Comprehensive Employment and Training Act* (CETA) and regulations thereunder, as in effect from time to time.

"(b) The general purposes and powers are to have and exercise all rights and powers conferred on nonprofit corporations under the laws of California, including the power to contract, rent, buy, and sell personal or real property, provided, however, that this corporation shall, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.

"(c) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office."

In 1992, the Federal *Job Training Partnership Act* (JTPA) was enacted to replace the CETA effective October 1, 1983. Pursuant to that new legislation, the San Francisco Private Industry Council (the governing body for the PIC) was reorganized, its membership was expanded to a maximum of thirty seats appointed by the Mayor of the City and County of San Francisco (the "Chief Elected Official" for that newly-designated "Service Delivery Area"), and, under a written agreement between the Council and the Mayor, the PIC was designated to be the "Grantee and Administrative Entity" for that "public-private partnership".

In 1998, the Federal *Workforce Investment Act* (WIA) was enacted to replace the JTPA effective July 1, 2000. Pursuant to section 117 (b) of that new legislation, a new Workforce Investment San Francisco (WISF) Board consisting of at least 49 members was appointed by the Mayor of

the City and County of San Francisco (the "Chief Elected Official" for the newly- designated "Local Workforce Investment Area") and installed to replace the San Francisco Private Industry Council effective July 1, 2000.

Under its Bylaws, the WISF Board's Executive Committee is designated as the PIC's governing board and, under a "Master Partnership" between that Board and the Mayor, the PIC is designated to be the "Grantee and Subgrantee, as the alter ego for the Board and as the agent for the Master Partners, for all funds allocated under the (Workforce Investment Act)".

Under section 121 of the Federal *Workforce Investment Act* and section 1092.1 of the California Government Code, the PIC, as the agent of the Master Partners, is frequently required and authorized to enter into different kinds of financial agreements with various organizations that are required to be represented on the WISF Board.

Basis of Accounting

The accompanying financial statements are prepared on the accrual basis of accounting. Revenue is recognized when earned and expenses are recognized when incurred.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, "Financial Statements of Not-for-Profit Organizations." Under SFAS No. 117, the PIC is required to report information regarding its financial position and activities according to the three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Contributions

In 1997, the Organization adopted Statement of Financial Accounting Standards (SFAS) No. 116, Accounting for Contributions Received and Contributions Made. In accordance with SFAS No. 116, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. The implementation of SFAS No. 116 had no cumulative effect on net assets at the date of adoption.

Capitalization of Assets
Assets purchased with restricted grant funds are not depreciated but expensed when purchased. Assets purchased with other unrestricted funds are recorded at cost.

Statement of Cash Flows
For purposes of the statement of cash flows, the Organization considers all short-term investments with an original maturity of six months or less to be cash equivalents.

Estimates
The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Tax Status
Private Industry Council of San Francisco, Inc. has been determined by the Internal Revenue Service to be a 501(c)(3) exempt nonprofit organization. Accordingly, no provision for income taxes is included in the accompanying financial statements.

Employee Leave Benefits
Regular Council employees earn ten days vacation leave during the first three years of employment, fifteen days during the fourth year, and eighteen days during the fifth year and thereafter. Sick leave is earned at a rate of eight hours per month for all regular full-time employees. Employees can accumulate up to a maximum of 160 hours of vacation time. Employees can accumulate 1,040 hours sick time that can be carried forward. Upon termination, the Council is obligated to compensate employees for all earned, but unused vacation time only.

Fair Value of Financial Instruments
The carrying amounts of grants receivable, other receivables, prepaid expenses, accrued expenses and deferred revenue, none of which are held for trading purposes, approximate fair value due to the short-term maturities of these instruments.

Functional Allocation of Expenses
The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs benefited as shown in the statement of functional expenses. +

Note B: INSURANCE COVERAGE

The following is a summary of the limits of the Council's insurance coverage:

General Aggregate	$2,000,000
Products Completed Operation Aggregate	2,000,000
Bodily Injury and Property Damage Liability	1,000,000
Personal and Adverting Injury	1,000,000
Fire Legal any one fire or explosion	100,000
Medical Payments per person	10,000
Automobile Liability	1,000,000
Business Personal Property	590,650
Directors & Officers Liability	1,000,000
Retention each loss	2,500
Fidelity Bond (per person)	500,000
Workers' Compensation	1,000,000

Note C: DEFERRED GRANT REVENUE

Deferred grant revenue represents the excess of grant receipts over grant expenditures. These amounts are payable to the grantor agency unless reprogrammed or the grant term was not completed as of June 30, 2003. Deferred grant revenue as of June 30, 2003 is as follows:

Program	Amount
PAES	$ 68,498
PAES - FSET	8,785
CalWorks	10,794
Total Deferred Revenue	$ 88,077

Note D: EQUIPMENT

The depreciation of equipment is computed using the straight-line method over an estimated useful life of three (3) years. Equipment is stated at cost. Equipment consists of the following as of June 30, 2003.

Equipment	$ 804,136
Less allowance for depreciation	(592,436)
	$ 211,700

Depreciation expense charged to operations for the two year period ended June 30, 2003 amounted to $63,568.

Note E: LEASE

The PIC entered into a lease with 1650 Mission Associates, L.P., a California limited partnership in September 1997 for 84 months. In December 2000, the PIC entered into two lease agreements with the State of California covering premises located at 745 Franklin Street. The term of these leases are for 48 months commencing February 1, 2001 and ending January 31, 2005. The annual lease payments for the next few years until the end of the lease are as follows:

	Annual
Year 1	$358,057
Year 2	138,253
Total	$496,310

The PIC leases some of its equipment under an operating lease agreement with lease terms ranging from 36 to 60 months and with various starting dates. The annual lease payments for the next few years until the end of the lease are as follows:

	Annual
Year 1	$ 51,022
Year 2	19,361
Year 3	15,354
Year 4	11,675
Year 5	2,476
Total	$99,888

Note F: RETIREMENT PLAN

The PIC administers the Private Industry Council of San Francisco, Inc. Retirement Plan (Plan). The Plan is a 403(b) defined contribution annuity plan that became effective on February 1, 1995. PIC employees become participants of the plan after they have completed two years of service and have attained age 21. The PIC contributes a certain percentage of the participant's salary to the Plan. For the two-year period July 1, 2001 to June 30, 2003 the PIC contributed 6% of the participant salary, which amounted to $284,650.

Note G: COMMITMENTS AND CONTINGENCIES

Litigation

The PIC is the defendant in two lawsuits. In the opinion of the PIC, the outcome of these lawsuits will not have a materially adverse effect on the

accompanying basic financial statements and accordingly, no provision for losses has been recorded.

Grants

The PIC received a substantial amount of its support from federal and state governments. A significant reduction in the level of this support, if this were to occur, may have an effect on the Council's program and activities.

Grant awards require the fulfillment of certain conditions as set forth in the instrument of grant. Failure to fulfill the conditions could result in the return of the funds to the grantors. The PIC deems this contingency remote since by accepting the grants and their terms, it has accommodated the objectives of the Council to the provisions of the grants. The PIC's management is of the opinion that the organization has complied with the terms of all grants.

Note H: CONCENTRATION OF CREDIT RISK ARISING FROM CASH DEPOSITS IN EXCESS OF INSURED LIMITS

Private Industry Council of San Francisco, Inc. maintains cash balances at various financial institutions. The balances are insured by the Federal Deposit Insurance Corporation up to $100,000. At June 30, 2003 the PIC's uninsured cash balance totaled approximately $366,016.

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INDEPENDENT AUDITOR'S REPORT ON ADDITIONAL INFORMATION

Board of Directors
Private Industry Council
of San Francisco, Inc.
San Francisco, California

We have audited the financial statements of Private Industry Council of San Francisco, Inc. for the two year period ended June 30, 2003, and have issued our report thereon dated February 24, 2004 and is presented in the preceding section. That examination was made for the purpose of forming an opinion on the general-purpose financial statements taken as a whole. The following schedules on pages 12 and 13 are presented for purposes of additional analysis and are not a required part of the general-purpose financial statements. Such information has been subjected to the auditing procedures applied in the examination of the general purpose financial statements, and, in our opinion the information is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

San Francisco, California
February 24, 2004

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SCHEDULE OF FINANCIAL POSITION - DETAILED
JUNE 30, 2003

	Grant Funds	Vacation Fund	Administrative Cost Pool Fund	Donated Funds	Total (All Funds)
ASSETS					
Cash	$ (309,134)	$ 183,469	$ 167,875	$ (35,748)	$ 6,462
Grants Receivable	3,551,086	0	0	0	3,551,086
Other Receivable	0	0	0	40,000	40,000
Prepaid Expenses	12,914	51,611	34,307	0	98,832
Equipment (Less accumulated depreciation of $295,070)	0	0	0	211,700	211,700
Total Assets	$ 3,254,866	$ 235,080	$ 202,182	$ 215,952	$ 3,908,080
LIABILITIES AND NET ASSETS					
Liabilities					
Accrued Liabilities	3,166,789	0	201,182	35,899	3,403,870
Deferred Revenue	88,077	0	0	0	88,077
Accrued Employee Leave Benefits	0	235,080	0	0	235,080
Total Liabilities	3,254,866	235,080	201,182	35,899	3,727,027
Net Assets	0	0	1,000	180,053	181,053
Total Liabilities and Net Assets	$ 3,254,866	$ 235,080	$ 202,182	$ 215,952	$ 3,908,080

See notes to financial statements

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SCHEDULE OF ACTIVITIES - DETAILED
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

	Grant Fund	Vacation Fund	Administrative Cost Pool Fund	Donated Funds	Total (All Funds)
REVENUE					
Grant Revenue	$ 49,219,511	$ 0	$ 0	$ 0	$ 49,219,511
Interest Income	0	0	0	939	939
Contributions	0	0	0	133,319	133,319
Miscellaneous	2,471	0	0	79,050	81,521
Total Revenues	49,221,982	0	0	213,308	49,435,290
EXPENSES					
Cost Reimbursement	23,411,253	0	0	0	23,411,253
I.R. Set Asides	5,516,447	0	0	0	5,516,447
OJT Set Asides	332,097	0	0	0	332,097
Supportive Services	1,494,443	0	0	15,078	1,509,521
Participant Wages	1,244,142	0	0	51,629	1,295,771
Other Program Cost	3,958,654	0	0	115,969	4,074,623
Depreciation	0	0	0	63,568	63,568
Administrative	13,264,946	0	0	8,640	13,273,586
Total Expenses	49,221,982	0	0	254,884	49,476,866
Excess (deficiency) of Revenues over Expenses	0	0	0	(41,576)	(41,576)
Net Adjustment for Capitalization of Fixed Assets Purchased with Grant Funds	0	0	0	64,916	64,916
Net Assets at Beginning of Year	0	0	1,000	156,713	157,713
Net Assets at End of Year	$ 0	$ 0	$ 1,000	$ 180,053	$ 181,053

See notes to financial statements

IZABAL, BERNACIAK & COMPANY
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INDEPENDENT AUDITOR'S REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Board of Directors
Private Industry Council
of San Francisco, Inc.
San Francisco, California

We have audited the financial statements of Private Industry Council of San Francisco, Inc. (a nonprofit organization) for the two year period ended June 30, 2003, and have issued our report thereon dated February 24, 2004. These financial statements are the responsibility of Private Industry Council of San Francisco, Inc.'s management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, issued by the Comptroller General of the United States; and the provisions of the Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Our audit was made for the purpose of forming an opinion on the basic financial statements of Private Industry Council of San Francisco, Inc. taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information in that schedule has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

San Francisco, California
February 24, 2004

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

Program Name	Contract Number	Federal CFDA No.	Revenues	Expenditures
U. S. DEPARTMENT OF LABOR				
Pass Through: State of California Employment Development Department				
Workforce Investment Act				
WIA - Title I Adult (201)	R069133	17.258	$ 457,539	$ 457,539
WIA - 15% SALT (211)	R069133	17.258	1,500	1,500
WIA - Youth Dev/Crime Prevention (291)	R069133	17.259	600,000	600,000
WIA - Title I Youth (301)	R069133	17.259	469,749	469,749
WIA - Title I Rapid Response (540)	R069133	17.260	308,439	308,439
WIA - Title I Dislocated Workers (501)	R069133	17.260	367,477	367,477
Subtotal Contract # R069133			2,204,703	2,204,703
WIA - Caregivers Training Initiative (CTI) (607)	R174149	17.258	810,150	810,150
Welfare to Work Match for WIA - CTI (798)	R174149	17.258	466,596	466,596
Subtotal Contract # R174149			1,276,746	1,276,746
WIA - Title I Adult (201)	R275865	17.258	1,908,004	1,908,004
WIA - Title I Youth (301)	R275865	17.259	1,864,040	1,864,040
WIA - Title I Rapid Response (541)	R275865	17.260	195,833	195,833
WIA - Title I Dislocated Workers (501)	R275865	17.260	1,788,051	1,788,051
WIA - Title I DW Recapture Formula (503)	R275865	17.260	5,060	5,060
WIA - Title I Rapid Response (545)	R275865	17.260	164,272	164,272
Subtotal Contract # R275865			5,925,260	5,925,260
WIA - Title I Adult (201)	R380531	17.258	504,232	504,232
WIA - Title I Adult (202)	R380531	17.258	1,328,323	1,328,323
WIA - Title I 15% Adult Spec PR (642)	R380531	17.258	93,380	93,380
WIA -Title I Nurses Initiative (638)	R380531	17.258	9,884	9,884
WIA - Title I Youth (301)	R380531	17.259	922,288	922,288
WIA - Title I Dislocated Workers (501)	R380531	17.260	744,146	744,146
WIA - Title I Dislocated Workers (502)	R380531	17.260	1,205,031	1,205,031
WIA - Title I 15% Groundfish (509)	R380531	17.260	9,673	9,673
WIA - Title I Rapid Response (541)	R380531	17.260	204,788	204,788
Subtotal Contract # R275865			5,021,745	5,021,745
Pass Through: County of San Mateo				
WIA - Dislocated Worker SFO	66103	17.260	52,312	52,312
Subtotal Contract # R275865			52,312	52,312
WIA - Adult - Project Advance/TransCend	NA	17.258	50,000	50,000
Subtotal			50,000	50,000
Total CFDA # 17.258, 17.259 & 17.260			14,530,766	14,530,766
U. S. DEPARTMENT OF LABOR				
Pass Through: State of California Employment Development Department				
Welfare to Work				
Formula Allocation	W965827	17.253	1,437,978	1,437,978
Subtotal Contract W965827			1,437,978	1,437,978
U. S. DEPARTMENT OF LABOR				
WIA - Title 1D Youth Opportunity Grant	AZ101220060	17.263	15,244,141	15,244,141
WIA - H-18 Tech. Skills Training	AH10855006	17.261	1,880,237	1,880,237
SF Information Technology	AH12466026	17.261	674,659	674,659
Welfare to Work - Competitive Grant	Y6797800816	17.253	612,798	612,798
Total Department of Labor			34,380,579	34,380,579

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

Program Name	Contract Number	Federal CFDA No.	Revenues	Expenditures
U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				
Passed through State of California Department of Social Services				
Refugee and Entrant Assistance				
RESS		93.566	147,241	147,241
RESS		93.566	216,294	216,294
RESS		93.566	69,859	69,859
RESS Set Aside		93.566	4,518	4,518
RESS Set Aside		93.566	15,442	15,442
TA		93.576	266,626	266,626
TA		93.576	630,305	630,305
TA		93.576	325,464	325,464
TA 20%		93.576	49,096	49,096
TA 20%		93.576	213,423	213,423
Elderly Discretion		93.576	83,661	83,661
TA Discretion		93.576	68,571	68,571
TA Discretion		93.576	49,875	49,875
TA Discretion		93.576	18,191	18,191
Subtotal			2,158,566	2,158,566
Passed through City and County of San Francisco				
TANF				
Community Jobs Initiative 11/99-10/01		93.558	119,983	119,983
Community Jobs Initiative 11/01-10/03		93.558	353,120	353,120
Subtotal			473,103	473,103
Total Department of Health and Health Services			2,631,669	2,631,669
U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT				
Passed through City and County of San Francisco				
HEC 10/00-9/01	N/A	14.235	240,746	240,746
HEC 10/01-9/02	N/A	14.235	1,046,766	1,046,766
HEC 10/02-9/03	N/A	14.235	749,189	749,189
Subtotal			2,036,701	2,036,701
Total Department of Housing & Urban Development			2,036,701	2,036,701
U. S. DEPARTMENT OF AGRICULTURE				
Passed through City and County of San Francisco				
PAES	N/A	10.561	1,309,393	1,309,393
PAES to Work (SEP)	N/A	10.561	655,180	655,180
PAES (FSET)	N/A	10.561	177,962	177,962
Community Jobs Intiative	N/A	10.561	459,113	459,113
Subtotal			2,601,648	2,601,648
Total Department of Agriculture			2,601,648	2,601,648
TOTAL FEDERAL ASSISTANCE			$ 41,650,597	$ 41,650,597

Note A: Basis of Presentation

The accompanying schedule of expenditures of federal awards includes federal grant activity of the Private Industry Council of San Francisco and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations." Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

DRAFT

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SCHEDULE OF EXPENDITURES OF STATE AND LOCAL AWARDS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

Program Name	Contract Number	Federal CFDA No.	Revenues	Expenditures
STATE OF CALIFORNIA				
Welfare to Work State Match Formula	N/A	N/A	$ 347,000	$ 347,000
Subtotal			347,000	347,000
Employment Development Department				
Labor Market Information - 2001	N/A	N/A	(9,191)	(9,191)
Labor Market Information - 2002	N/A	N/A	58,130	58,130
Labor Market Information - 2003	N/A	N/A	10,481	10,481
At Risk Youth	N/A	N/A	57,887	57,887
Subtotal			117,307	117,307
TOTAL STATE ASSISTANCE			$ 464,307	$ 464,307
CITY AND COUNTY OF SAN FRANCISCO				
Children's Fund	N/A	N/A	$ 229,708	$ 229,708
Children's Fund	N/A	N/A	243,210	243,210
Mayor's Office of Community Development	N/A	N/A	80,000	80,000
Mayor's Office of Community Development	N/A	N/A	70,000	70,000
Redevelopment Agency	N/A	N/A	926,574	926,574
Redevelopment Agency	N/A	N/A	954,371	954,371
Redevelopment Agency - Set aside	N/A	N/A	253,979	253,979
Redevelopment Agency - Set aside	N/A	N/A	222,838	222,838
First Source Hiring - Mission Bay	N/A	N/A	204,516	204,516
First Source Hiring - Mission Bay	N/A	N/A	380,000	380,000
Muni-Light Rail Project	N/A	N/A	300,000	300,000
CalWorks - PAES	N/A	N/A	108,351	108,351
CalWorks - General Funds	N/A	N/A	2,822,503	2,822,503
CalWorks - Incentive	N/A	N/A	224,224	224,224
CalWorks - Childcare Vocational Training	N/A	N/A	75,101	75,101
Subtotal			7,095,375	7,095,375
TOTAL CITY AND COUNTY OF SAN FRANCISCO			$ 7,095,375	$ 7,095,375

IZABAL, BERNACIAK & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

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San Francisco, California 94105

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Fax (415) 896-0584

REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Private Industry Council
of San Francisco, Inc.
San Francisco, California

We have audited the financial statements of Private Industry Council of San Francisco, Inc. as of and for the two year period ended June 30, 2003, and have issued our report thereon dated February 24, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance
As part of obtaining reasonable assurance about whether Private Industry Council of San Francisco, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control over Financial Reporting
In planning and performing our audit, we considered Private Industry Council of San Francisco, Inc.'s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would

be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information of the finance subcommittee, management and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

San Francisco, California
February 24, 2004

IZABAL, BERNACIAK & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

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REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Board of Directors
Private Industry Council
of San Francisco, Inc.
San Francisco, California

Compliance

We have audited the compliance of Private Industry Council of San Francisco, Inc. with the types of compliance requirements described in the *U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the two year period ended June 30, 2003. Private Industry Council of San Francisco, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, reguiations, contracts and grants applicable to each of its major federal programs is the responsibility of Private Industry Council of San Francisco, Inc.'s management. Our responsibility is to express an opinion on Private Industry Council of San Francisco, Inc.'s compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Private Industry Council of San Francisco, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Private Industry Council of San Francisco, Inc.'s compliance with those requirements.

In our opinion, Private Industry Council of San Francisco, Inc. complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2003. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs as items 03-01 to 03-07.

Internal Control over Compliance

The management of Private Industry Council of San Francisco, Inc. is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered Private Industry Council of San Francisco, Inc.'s internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of the audit committee, management and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

San Francisco, California
February 24, 2004

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

A.	SUMMARY OF AUDITOR'S RESULTS	
	1. Type of Financial Statement Report	UNQUALIFIED
	2. Reportable Conditions in Internal Control Disclosed by Audit of Financial Statements	NONE
	3. Noncompliance Disclosed by Audit Which Is Material to Financial Statements	NONE
	4. Reportable Conditions in Internal Control over Major Programs Disclosed by Audit	NONE
	5. Type of Compliance Report Major Programs	UNQUALIFIED
	6. OMB A-133 Subpart E.510a Audit Finding Disclosed by Audit	NONE
	7. Major Programs:	**WIA** 17.258, 17.259, 17.260 **YOG** 17.263
	8. Dollar Threshold for Type A Programs	$1,249,518
	9. Auditee Qualification	HIGH RISK
B.	Findings Relating to the Financial Statements Which Are Required to Be Reported in Accordance with GAGAS	NONE
C.	Findings and Questioned Costs for Federal Awards Including Audit Findings Defined in OMB A-133 Subpart E.510a	03-01 to 03-07

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

For now, please see separate schedule until we get management's response and finalize what is included in this findings.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

Financial Statement Findings

Bank Accounts

Finding 01-1

Status:

Implemented.

Criteria:
The Office of Management and Budget (OMB) Circular A-110 Subpart C Section .21 (b)(3) requires effective control over and accountability for all funds, property and other assets.

Condition:
Per our review of the cash accounts, Private Industry Council of San Francisco, Inc. did not reconcile its cash accounts to the bank statements on a timely basis.

Questioned Costs:
None.

Effect:
If bank accounts are not reconciled on a monthly basis, cash could be incorrectly stated in the financial statements.

Cause:
Procedures were not established to reconcile cash accounts on a timely basis.

Recommendation:
We recommend a systematic method of reconciling the bank statements be implemented on a timely basis.

Management's Response:
In the future Private Industry Council of San Francisco, Inc will follow written policies to ensure the cash accounts are reconciled monthly.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

Financial Statement Findings

Reporting Requirement

Finding 01-2

Status:

Implemented.

Criteria:

The Single Audit Act and Office of Management and Budget (OMB) Circular A-133 requires entities that expend $300,000 or more of Federal awards during a fiscal year to undergo a single audit. The audit should be completed and the data collection form and reporting package, including the auditor's reports, should be submitted by the auditee to the federal clearing house within the earlier of thirty days after the receipt of the auditor's report or nine months after the end of the audit period.

Condition:

PIC did not submit the required data collection form and reporting package within nine months of the end of the audit period as the audit could not be completed within this time frame.

Questioned Costs:

None.

Effect:

Untimely audits and late submission of required single audit reports may affect PIC's ability to secure future federal funding and may result in reportable conditions and other audit findings that are not corrected in a timely manner.

Cause:

Procedures were not established to effect the timely issuance of the annual bi-annual audit (i.e. cash accounts were not reconciled on a timely basis).

Recommendation:

We recommend a systematic method of reconciling the bank statements be implemented on a timely basis.

Management's Response:

In the future Private Industry Council of San Francisco will comply with the audit deadline set by OMB A133 Subpart C.320 by reconciling the cash accounts on a timely basis.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

DOCUMENTS DEPT.

APR 22 2004

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NOTICE OF A PUBLIC MEETING
OF THE
FINANCE SUBCOMMITTEE
OF THE
EXECUTIVE COMMITTEE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date: Monday, April 26, 2004

Time: 2:00 p.m. – 4:00 p.m.

Location: Van Ness Plaza
Classroom 4 and 5
1650 Mission Street, Second Floor
San Francisco CA 94103

74.545
26/04

Copies of materials may be obtained from and/or reviewed at the PIC offices at both of the addresses shown below and on the PIC's website, www.picsf.org.

AGENDA APPEARS ON THE REVERSE SIDE

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Donna Hall, Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724
Fax: 415-554-5163
E-mail: donna_hall@ci.sf.ca.us
The Sunshine Ordinance is also available online at: www.sfgov.org/bdsupvrs/sunshine.htm

Other accommodations

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.
If you require special accommodation due to a disability, contact Roberta Fazande at least 72 hours in advance at 415-923-4265,TDD 800-735-2929 (CRS) or rfazande@picsf.org

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (SF Campaign & Governmental Conduct Code § 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; web site: sfgov.org/ethics.

Issued: Tuesday, April 20, 2004

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www.picsf.org • e-mail: 411@picsf.org

1650 Mission Street, Suite 300 • San Francisco, CA 94103-2490
Telephone 415.431.8700 • Fax 415.431-8702
TDD 800.735.2929 (CRS)

PROPOSED AGENDA
FINANCE SUBCOMMITTEE OF THE EXECUTIVE COMMITTEE
MONDAY, APRIL 26, 2004

1. Adoption of the Agenda *(Action Item)*
2. Adoption of minutes from the February 5, 2004 meeting *(Action Item)**
3. Allocation of WIA formula funds *(Action Item)**
4. Public Testimony on Non-Agenda Items (Discussion Item)
5. Future Agenda Items (Discussion Item)
6. Adjournment *(Action Item)*

Public testimony on agenda items will be taken throughout the meeting.

*Information enclosed.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

MEMORANDUM

TO: FINANCE SUBCOMMITTEE MEMBERS **DATE:** 19 APRIL 2004

FROM: PAMELA S. CALLOWAY
PRESIDENT

SUBJECT: PROGRAM YEAR 2004-05 WORKFORCE INVESTMENT ACT ALLOCATIONS AND STRATEGIC BUDGETS (AGENDA ITEM 3)

ACTION REQUESTED

The Finance Subcommittee is asked to implement local priorities by approving a Workforce Investment Act (WIA) strategic budget for the Program Year beginning July 1, 2004.

PY'04-05 ALLOCATIONS

On April 9, 2004, the California Employment Development Department announced local allocations of WIA Adult, Youth and Dislocated Worker funds. Formula allocations are based on relative unemployment and poverty rates within states and locales.

Program Year 2004-05 WIA allocations will provide **$7,658,504** to San Francisco's workforce development system, as follows:

WORKFORCE INVESTMENT ACT ALLOCATIONS TO SAN FRANCISCO

San Francisco Workforce Investment Area	WIA Adult Formula	WIA Youth Formula	WIA Dislocated Worker	WIA Total Formula
PY '00-'01 (Year 1) Allocation	2,102,809	1,471,903	2,369,840	5,944,552
PY '01-'02 (Year 2) Allocation	1,908,004	1,807,547	1,952,325	5,667,876
PY '02-'03 (Year 3) Allocation	2,012,692	1,841,278	2,357,228	6,211,198
PY '03-'04 (Year 4) Allocation	2,688,717	2,486,562	2,784,073	7,959,352
PY '04-'05 (Year 5) Allocation	**2,585,881**	**2,377,056**	**2,695,567**	**7,658,504**
Dollar Change, Year 4 to Year 5	**-102,836**	**-109,506**	**-88,506**	**-300,848**
Percent Change, Year 4 to Year 5	**-3.82%**	**-4.40%**	**-3.18%**	**-3.78%**

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TDD 800.735.2929 (CRS)

DECISION PROCESS GUIDANCE

WISF Board Retreats have provided the following guidance for WIA budgeting once allocations are announced by the State:

- The Finance Subcommittee shall determine "first cut" distributions of each allocation to major categories of expense (as defined in the Workforce Investment Act): *Administrative* costs and *Program* costs. Within the *Program* category are overhead costs, One Stop system/center costs, and Direct Services costs. Dollars now devoted to Direct Services (training) will be held harmless.
- The Program Resources Committee shall determine "second cut" distributions of Direct Services costs for adult services. The Youth Council determines the "second cut" for youth services and the One Stop Committee determines the "second cut" for one stop infrastructure funding. Training activities may include (1) employer-matched customized training and (2) job seeker training, group or individualized.
- Please note that all committee and subcommittee decisions are recommended to the Executive Committee for adoption.

Decisions made by the WISF Board and its committees should be "data-driven" to the greatest extent possible. That is, current information on training contractor performance, One Stop operator and system performance, performance of the administrative entity, labor market demand, and participant demographics should be used to support decision-making wherever possible.

STRATEGIC BUDGETING

Rather than use the definitions for "administration" and "program" costs provided by the WIA regulations (that have produced more confusion than clarity over the years), staff have categorized costs below using "plain English". The WISF Bylaws task your subcommittee to review and recommend further subdivision of the WIA allocation into components for:

1. Overhead [Finance subcommittee]
    a. **Administration**: Accounting, reporting, payroll, audit, procurement, legal services, clerical services, and human resources.
    b. **Management Information System/Tech. Support:** Staff representing information dissemination, system navigators, data management, performance reporting.
    c. **Management/Supervision:** Overall workforce system coordination, business and resource development, planning, applications and grant preparations, solicitation designs, proposal review and scoring, contract budget and performance negotiation, compliance monitoring, program development.
    d. **Board Support**: WISF and committee meeting agendas and minutes, staff & Board training, labor market research, WISF directed taskforce work, website development, and staff travel costs.

2. One Stop System/Center Cost [One Stop Committee and Finance Subcommittee]
    a. One Stop system support (infrastructure)
    Business services, center staffing, access point coordination, tax credits, technology development, marketing and technology projects, center infrastructure costs (subcontracted to DHS as agent for an Operator Consortium).

3. Direct Services [PRC, Youth Council and Finance Subcommittee]
    a. Direct Services Staffing
        i. Case Managers, Eligibility Verifiers, Certifiers, Dislocated Workers workshops and One Stop orientation,
    b. Training
        i. Employer directed training (cash-matched programs to provide new and incumbent worker training),
        ii. Job-seeker directed training using ETPL-listed agencies (including group-based training, primarily with community based organizations [CBOs], using City College instruction where appropriate. Funds may also be directed to Individual Referral subcontracts (ITAs) for off-the-shelf, customer-chosen training, and
    c. Participant support costs to enable individuals to complete training
        i. Child care (Children's Council);
        ii. Transportation (Fast Passes); and
        iii. Other support costs.

ASSUMPTIONS AND RECOMMENDATION

Allocations are reduced by $300,848. Recommended strategic budget changes are:

- Direct Services (training) costs **will not be reduced** (i.e. will be held harmless);
- PIC overhead costs will be reduced--its people-serving functions will be moved into One Stop centers as soon as possible, reducing its need (and costs) for separate office space.

The schedule attached titled "Proposed Flow of WIA Funds (PY '04)" will illustrate the assumptions and recommendations mentioned above. Staff will be present to answer questions or provide additional information.

If you have questions prior to your meeting, please call Adrian Trujillo or Wes Dixon at (415) 923-4003.

cc: Chairs, WISF Committees
Attachments

Proposed Flow of WIA Funds (PY '04)

3/19/2004

Projected WIA Adult PY 04 Allocation **$ 2,585,881** **-3.83%** decrease from prior year

		Total $	Total %
PIC Administration	$ 180,650	$ 180,650	7.0%
Management Information System/Tech. Support	90,506	90,506	3.5%
Management-Supervision	103,435	103,435	4.0%
Management-Board Support	38,788	38,788	1.5%
OVERHEAD COST	413,379		16.0%
One Stop System/Center Cost	289,619	289,619	11.2%
One Stop Management-Support	46,546	46,546	1.8%
ONE STOP SYSTEM/CENTER COST	336,165		13.0%
Direct Services-Staffing	85,334	85,334	3.3%
*WIA Training/Part. Support (67.7% of Allocation) (Fixed)	1,751,005	1,751,005	67.7%
DIRECT SERVICES	$ 1,836,339		71.0%
Total	2,585,882		100.0%

Projected WIA Formula Funds:

	WIA Adult		WIA Youth		WIA D.W.		Total	
PIC Admin	$ 180,650	7.0%	$ 237,706	7.0%	$ 189,876	7.0%	$ 608,231	7.9%
Management Information System/Tech. Support	90,506	3.5%	92,705	3.9%	105,127	3.9%	288,338	3.7%
Management-Supervision	103,435	4.0%	121,230	5.1%	159,592	5.9%	384,257	5.0%
Management-Board Support	38,788	1.5%	42,787	1.8%	48,520	1.8%	130,095	1.7%
Direct Services-Staffing	85,334	3.3%	102,213	4.3%	115,909	4.3%	303,457	3.9%
One Stop Management-Support	46,546	1.8%	42,787	1.8%	48,520	1.8%	137,853	1.8%
One Stop System/Center Cost	289,619	11.2%	266,230	11.2%	301,903	11.2%	857,752	11.1%
WIA Training/Part. Support	1,751,005	67.7%	1,541,668	64.9%	1,726,124	64.0%	5,018,797	64.9%
	$ 2,585,882	100.0%	$ 2,447,326	100.0%	$ 2,695,572	100.0%	$ 7,728,780	100.0%
			$ (70,270)					
Next Year - PY 04-05	$ 2,585,881		$ 2,377,056		$ 2,695,567		$ 7,658,504	
Current Year - PY 03-04	$ 2,688,717		$ 2,486,562		$ 2,784,073		$ 7,959,352	
Decrease from Prior Year	$ (102,836)	-3.82%	$ (109,506)	4.40%	$ (88,506)	-3.18%	$ (300,848)	-3.78%

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC
EXPENDITURES AS OF MARCH 31, 2003

4/19/2004

Description	PY 03 Budget	Total Expenses @ 3/31/04	YTD %	Total Commitment	Unobligated*	*Detail of Unobligated Amount I.R., OJT & C.R.	PY 03 Carryover
WIA Adult Grant 10/03-6/05	$ 2,875,556	$ 1,851,205	64.4%	$ 1,024,351			$ 100,000
WIA Youth Grant 4/03-6/05	3,196,600	2,370,245	74.1%	826,355			0
WIA Disloc. Workers 10/03-6/05	3,257,300	2,663,199	81.8%	594,101			0
SF Information Tech. Consortium	3,111,508	1,292,582	41.5%	1,163,775	655,152	655,152	0
Youth Spec Pr 4/03-6/04	330,856	234,191	70.8%	96,665			0
Disability Navigator	34,500	5,000	14.5%	29,500			0
WIA Rapid Response 03/04	315,410	103,932	33.0%	211,478			0
Nurse Wf Init 1/1/03-9/5/05	284,111	154,438	54.4%	129,673			0
WIA25% Spec Proj 6/03-6/04	63,000	38,907	61.8%	24,093			0
WTW/CALWRKS/FA 85%-99/04	794,942	555,229	69.8%	239,713			0
SEP (Support Empl Prog) 01-02	402,884	182,918	45.4%	219,966			0
LMI - 4/1/2003-12/31/2003	58,183	49,272	84.7%	8,911			0
Hope House 9/30/03-9/29/04	208,274	39,677	19.1%	168,597			50,000
DCYF-03/04	260,000	184,675	71.0%	75,325			0
HEC 10/1/03-9/30/03	1,030,284	843,949	81.9%	186,335			0
MOCD-03-04	71,000	84,015	118.3%	(13,015)			0
DHS CalWORKs Gen Funds 01-02	2,177,329	1,147,665	52.7%	1,029,664			0
PIC SFRA 7/03-6/04	1,001,664	694,289	69.3%	307,375			0
DHS Comm Jobs Prg 11/01-10/03	788,617	368,850	46.8%	419,767			0
Refugee	761,516	270,739	35.6%	490,777			0
1st Src Mission Bay 3/01-3/06	445,000	236,622	53.2%	208,378			0
MUNI-LRP-CJP 8/1/02-6/30/05	475,000	369,074	77.7%	105,926			0
Project Advance/TransCen Inc.	50,000	30,726	61.5%	19,274			0
Youth Opportunity Grant	6,779,130	4,214,008	62.2%	2,565,122			1,000,000
	0						
Total Expenditure	**$ 28,772,665**	**$ 17,985,409**	**62.5%**	**$ 10,132,103**	**$ 655,152**	**$ 655,152**	**$ 1,221,090**

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

MINUTES OF THE APRIL 26, 2004 MEETING OF THE FINANCE SUBCOMMITTEE OF THE WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Executive Committee

The meeting was held in Classroom 4 and 5 of the Van Ness Plaza located at 1650 Mission Street in San Francisco, California 94103.

PRESENT:
Rosalie Bulach, Dwayne Jones Curt Kirschner, Brian Murphy and Trent Rhorer (2:16)

ABSENT:
None

PIC STAFF:
Alice Chiu, Wes Dixon, Sean Hallisey, Lucia Hughes, Karen Hart and Adrian Trujillo

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PUBLIC (AS EDVIDENCED BY SIGN-IN SHEET):
Ann Cochrane, Carolina Flamenco, G. Green, and Eileen Tomkins

1.545
6/04

The meeting was convened at 2:08 P.M. with a quorum established.

Motion to adopt the agenda was made by Rosalie Bulach and seconded by Curt Kirschner.
Ayes: Rosalie Bulach, Dwayne Jones and Curt Kirschner
Nays: None
Abstentions: None
Motion passed.

Motion to adopt the minutes of the February 5, 2004 meeting was made by Dwayne Jones and seconded by Rosalie Bulach.
Ayes: Rosalie Bulach, Dwayne Jones and Curt Kirschner
Nays: None
Abstentions: None
Motion passed.

Item 3 – WIA Formula Fund Allocation

Wes Dixon presented an overview of the recommendations for the WIA formula fund allocation. $7,658,504 has been allocated to San Francisco for the Program Year 2004-05, a deduction of 4% from last year's allocation. The Private Industry Council, Inc.'s President, Pamela Calloway, decided to take that 4% out of the Administration and Overhead budget, respecting the Board's February 27, 2004 retreat consensus to hold training dollars harmless. Mayor Newsom has repeatedly stated that he will make every effort to balance the City/County budget with as little diminution to direct services as is possible. PIC remains intent on carrying out the Mayor's emphasis on direct services. A total of $300,848 fewer WIA dollars will be available in PY'04-05—none of that cut is taken from training services.

Mr. Dixon reviewed the decision process guidelines that the WISF Board retreat had provided for WIA budgeting once allocations are announced by the State. The Finance Subcommittee shall determine "first cut" distributions of each allocation to major categories of expense (as

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defined in the Workforce Investment Act): Administrative costs and Program costs. Within the Program category are overhead costs, One Stop system/center costs, and Direct Services costs. Dollars now devoted to Direct Services (training) will be held harmless. The Program Resources Committee shall determine "second cut" distributions of Direct Services costs for adult services. The Youth Council determines the "second cut" for youth services and the One Stop Committee determines the "second cut" for one stop infrastructure funding. Training activities may include (1) employer-matched customized training and (2) job seeker training, group or individualized. He noted that all committee and subcommittee decisions are recommended to the Executive Committee for adoption.

Decisions made by the WISF Board and its committees should be "data-driven" to the greatest extent possible. That is, current information on training contractor performance, One Stop operator and system performance, performance of the administrative entity, labor market demand, and participant demographics should be used to support decision-making wherever possible.

Chair Murphy asked if the youth access the One Stop since the youth funds are contributing to the One Stop System. Ann Cochrane, Youth Council Chair, responded that she does not think that there has been a good cohort of youth services at the One Stop.

Robert Schwab commented that there was a significant decline in Youth Opportunity (YO!) funds, resulting a withdrew of youth services in One Stop. He does plan on moving staff to the One Stop to conduct youth certifications so that youth are introduced to the One Stop System and its resources. He reminded that youth is defined as 14-21 year olds and there are a significant number of youths that are in search of jobs.

In constraint of time, the Committee decided to allocate dollars for training in order for the Program Resources Committee, who meets on May 4th to decide allocation to training providers, and other committees.

Motion to set aside $5,018,797 of WIA formula funds for WIA Training/Participant Support was made by Trent Rhorer and seconded by Curt Kirschner.
Ayes: Rosalie Bulach, Dwayne Jones, Curt Kirschner and Trent Rhorer
Nays: None
Abstentions: None
Motion passed.

The rest of the discussion has been tabled to the next Finance Subcommittee meeting, May 6, 2004.

Item 6 – Future Agenda Items
Chair Murphy listed the following future agenda items:
- Continuation of WIA Formula Fund discussion
- Definition of Administration and Overhead
- One Stop budget plan (if any)

Motion to adjourn the meeting 3:26 P.M. was made by Trent Rhorer and seconded by Rosalie Bulach.
Ayes: Rosalie Bulach, Dwayne Jones, Curt Kirschner and Trent Rhorer
Nays: None
Abstentions: None
Motion passed.

All written materials distributed at the meeting are posted on the Private Industry Council's website, www.picsf.org, and incorporated by reference herein.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A PUBLIC MEETING
OF THE
FINANCE SUBCOMMITTEE
OF THE
EXECUTIVE COMMITTEE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

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Date:	Thursday, May 6, 2004
Time:	2:00 p.m. – 4:00 p.m.
Location:	Community College District Office 33 Gough Street, Audorium San Francisco CA 94103

Copies of materials may be obtained from and/or reviewed at the PIC offices at both of the addresses shown below and on the PIC's website, www.picsf.org.

4.545
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To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Donna Hall, Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724
Fax: 415-554-5163
E-mail: donna_hall@ci.sf.ca.us
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Issued: Friday, April 30, 2004

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PROPOSED AGENDA
FINANCE SUBCOMMITTEE OF THE EXECUTIVE COMMITTEE
THURSDAY, MAY 6, 2004

1. Adoption of the Agenda *(Action Item)*
2. Acceptance of Audit Report from Isabal, Bernaciak & Company *(Action Item)**
3. Quarterly Review of PIC, Inc. Expense as of March 31, 2004 (Discussion Item)*
4. Overview of PIC, Inc Revenue and Expense, Program Year 2004-05 (Discussion/Possible Action Item)*
5. Distribution of WIA formula funds *(Action Item)**
6. Public Testimony on Non-Agenda Items (Discussion Item)
7. Future Agenda Items (Discussion Item)
8. Adjournment *(Action Item)*

Public testimony on agenda items will be taken throughout the meeting.

*Information enclosed.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

AUDITED FINANCIAL STATEMENTS
AND OMB CIRCULAR A-133 REPORTS

FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

IZABAL, BERNACIAK & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
AUDITED FINANCIAL STATEMENTS
AND OMB CIRCULAR A-133 REPORTS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

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IZABAL, BERNACIAK & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

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San Francisco, California 94105

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Private Industry Council
of San Francisco, Inc.
San Francisco, California

We have audited the accompanying statement of financial position of the Private Industry Council of San Francisco, Inc. as of June 30, 2003 and the related statements of activities, functional expenses and cash flows for the two year period then ended. These financial statements are the responsibility of the Private Industry Council of San Francisco, Inc. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, issued by the Comptroller of the United States, and Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Private Industry Council of San Francisco, Inc. as of June 30, 2003, and the changes in its net assets and its cash flows for the two year period then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have issued a report dated February 24, 2004 on our consideration of Private Industry Council of San Francisco, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. These reports are an integral part of our audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Izabal, Bernaciak & Company

San Francisco, California
February 24, 2004

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2003

ASSETS		
Cash and Cash Equivalents	$	6,462
Grants Receivable		3,551,086
Other Receivables		40,000
Prepaid Expenses		98,832
Equipment (Less accumulated depreciation of $592,436) (Note D)		211,700
Total Assets	$	3,908,080
LIABILITIES AND NET ASSETS		
Liabilities		
Accrued Liabilities	$	3,403,870
Deferred Revenue (Note C)		88,077
Accrued Employee Leave Benefits		235,080
Total Liabilities		3,727,027
Net Assets - Unrestricted		181,053
Total Liabilities and Net Assets	$	3,908,080

See notes to financial statements

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO
STATEMENT OF ACTIVITIES
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

	Unrestricted
REVENUE	
Grant Revenue	$ 49,219,511
Interest Income	939
Contributions	133,319
Miscellaneous	81,521
Total Revenues	49,435,290
EXPENSES	
Program Expenses	36,203,280
Administrative Expenses	13,273,586
Total Expenditures	49,476,866
Excess (deficiency) of Revenues over Expenses	(41,576)
Net Assets at Beginning of Period	157,713
Net Adjustment for Capitalization of Fixed Assets Purchased with Grant Funds	64,916
Net Assets at End of Year	$ 181,053

See notes to financial statements

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE TWO YEARS ENDED JUNE 30, 2003

	Workforce Investment Act	Welfare to Work/ Calworks	Youth Services (Not Including WIA Youth/YOG)	Refugee	Homeless	San Francisco Redevelopment Agency
Cost Reimbursement	$ 4,867,415	$ 4,010,474	$ 271,185	$ 1,842,378	$ 1,619,631	$ 2,241,502
I.R. Set Asides	2,450,430	1,309,594	-	54,230	-	-
OJT Set-Asides	299,786	-	-	5,020	-	-
Supportive Services	781,159	3,286	-	46,796	118,923	-
Wages-Participant	-	1,243,642	51,629	-	-	-
Depreciation	-	-	-	-	-	-
Other Program Cost	1,347,432	447,748	23,900	2,269	334	-
Total Program Expenses	9,746,221	7,014,744	346,714	1,950,693	1,738,888	2,241,502
Salaries and Wages	-	-	-	-	-	-
Fringe Benefits	-	-	-	-	-	-
Contracted Service	-	-	-	-	-	-
Staff Training/Travel	-	-	-	-	-	-
Rent	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Payroll/Banking Fees	-	-	-	-	-	-
Supplies & Materials	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
Telephone	-	-	-	-	-	-
Postage	-	-	-	-	-	-
Advertising/PR	-	-	-	-	-	-
Moving & Storage	-	-	-	-	-	-
Reproduction	-	-	-	-	-	-
Publications & Subcriptions	-	-	-	-	-	-
Employment & Training	-	-	-	-	-	-
One Stop Costs	-	-	-	-	-	-
Follow-up Costs	-	-	-	-	-	-
Messenger Service	-	-	-	-	-	-
Miscellaneous Costs	-	-	-	-	-	-
PIC Administration	1,418,966	758,001	50,400	207,873	17,065	85,468
PIC Operations	2,848,984	1,405,788	146,580	-	280,748	30,792
Total Adminstrative Expenses	4,267,950	2,163,789	196,980	207,873	297,813	116,260
TOTAL EXPENSES	**$ 14,014,171**	**$ 9,178,533**	**$ 543,694**	**$ 2,158,566**	**$ 2,036,701**	**$ 2,357,762**

See notes to financial statements

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE TWO YEARS ENDED JUNE 30, 2003

	Youth Opportunity Grant	H-1B Technical Skill	First Source Hiring/Muni	Other	Unrestricted	Administrative Cost Pool	Total
Cost Reimbursement	$ 5,514,915	$ 2,217,980	$ 771,000	$ 54,773	$ -	$ -	$ 23,411,253
I.R. Set Asides	1,702,193	-	-	-	-	-	5,516,447
OJT Set-Asides	27,291	-	-	-	-	-	332,097
Supportive Services	544,279	-	-	-	15,078	-	1,509,521
Wages-Participant	500	-	-	-	-	-	1,295,771
Depreciation	-	-	-	-	63,568	-	63,568
Other Program Cost	2,170,665	259	25,364	17,558	39,095	-	4,074,623
Total Program Expenses	9,959,843	2,218,239	796,364	72,331	117,741	-	36,203,280
Salaries and Wages	-	-	-	-	-	9,547,499	9,547,499
Fringe Benefits	-	-	-	-	-	1,785,729	1,785,729
Contracted Service	-	-	-	-	-	472,387	472,387
Staff Training/Travel	-	-	-	-	-	64,047	64,047
Rent	-	-	-	-	-	628,371	628,371
Equipment Rental	-	-	-	-	-	246,256	246,256
Payroll/Banking Fees	-	-	-	-	-	26,699	26,699
Supplies & Materials	-	-	-	-	-	137,868	137,868
Insurance	-	-	-	-	-	55,031	55,031
Telephone	-	-	-	-	-	145,878	145,878
Postage	-	-	-	-	-	47,922	47,922
Advertising/PR	-	-	-	-	-	6,196	6,196
Moving & Storage	-	-	-	-	-	3,910	3,910
Reproduction	-	-	-	-	-	19,432	19,432
Publications & Subcriptions	-	-	-	-	-	4,238	4,238
Employment & Training	-	-	-	-	-	55,288	55,288
One Stop Costs	-	-	-	-	-	8,593	8,593
Follow-up Costs	-	-	-	-	-	0	-
Messenger Service	-	-	-	-	-	4,749	4,749
Miscellaneous Costs	-	-	-	-	-	13,493	13,493
PIC Administration	954,538	101,542	73,289	303,210	8,640	(3,978,992)	-
PIC Operations	4,329,761	235,114	14,863	1,964	-	(9,294,594)	-
Total Adminstrative Expenses	5,284,298	336,657	88,152	305,174	8,640	(0)	13,273,586
TOTAL EXPENSES	**$ 15,244,142**	**$ 2,554,895**	**$ 884,516**	**$ 377,505**	**$ 126,381**	**$ (0)**	**$ 49,476,866**

See notes to financial statements

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
STATEMENT OF CASH FLOWS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

CASH FLOWS FROM OPERATING ACTIVITIES	
Excess of Revenue Over Expenses	$ (41,576)
Adjustments to reconcile deficit of Revenue Over Expenses Used by Operations	
Depreciation	63,568
(Increase)/Decrease In:	
Grants Receivable	1,401,442
Other Receivables	(13,771)
Prepaid Expenses	(46,880)
Increase/(Decrease) In:	
Accrued Liabilities	(129,654)
Deferred Revenue	(868,160)
Accrued Employee Leave Benefits	66,576
Net Increase (Decrease) in Cash and Cash Equivalents	431,545
Cash and Cash Equivalents at June 30, 2001	(425,083)
Cash and Cash Equivalents at June 30, 2003	$ 6,462

See notes to financial statements

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

Note A: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Private Industry Council of San Francisco, Inc. (PIC) is a California corporation organized pursuant to the General Non-Profit Corporation Law in September 1979. The purposes for which it was formed are:

"(a) The specific and primary purposes are to operate a private industry council under the Federal *Comprehensive Employment and Training Act* (CETA) and regulations thereunder, as in effect from time to time.

"(b) The general purposes and powers are to have and exercise all rights and powers conferred on nonprofit corporations under the laws of California, including the power to contract, rent, buy, and sell personal or real property, provided, however, that this corporation shall, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.

"(c) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office."

In 1992, the Federal *Job Training Partnership Act* (JTPA) was enacted to replace the CETA effective October 1, 1983. Pursuant to that new legislation, the San Francisco Private Industry Council (the governing body for the PIC) was reorganized, its membership was expanded to a maximum of thirty seats appointed by the Mayor of the City and County of San Francisco (the "Chief Elected Official" for that newly-designated "Service Delivery Area"), and, under a written agreement between the Council and the Mayor, the PIC was designated to be the "Grantee and Administrative Entity" for that "public-private partnership".

In 1998, the Federal *Workforce Investment Act* (WIA) was enacted to replace the JTPA effective July 1, 2000. Pursuant to section 117 (i) of that new legislation, the Mayor of the City and County of San Francisco submitted an application for the Governor of California to certify the San Francisco Private Industry Council as an "Alternative (local workforce investment board)".

In March of that year, the Governor unexpectedly announced that he would

not be certifying any "alternative (local workforce investment boards)" in the State and he designated the San Francisco Private Industry Council to be the "interim workforce investment board" for the City and County of San Francisco until a new workforce investment board meeting the criteria specified in section 117 (b) of that new legislation was formed, organized, and installed.

A new Workforce Investment San Francisco (WISF) Board consisting of 49 members was appointed by the Mayor of San Francisco in September of 2000, it was certified by the Governor in January of 2001, and it was installed to replace the San Francisco Private Industry Council effective February 1, 2001.

Under its Bylaws, the WISF Board's Executive Committee is designated as the PIC's governing board and, under a "Master Partnership" between that Board and the Mayor, the PIC is designated to be the "Grantee and Subgrantee, as the alter ego for the Board and as the agent for the Master Partners, for all funds allocated under the (Workforce Investment Act)".

Under section 121 of the Federal *Workforce Investment Act* and section 1092.1 of the California Government Code, the PIC, as the agent of the Master Partners, is frequently required and authorized to enter into different kinds of financial agreements with various organizations that are required to be represented on the WISF Board.

Basis of Accounting

The accompanying financial statements are prepared on the accrual basis of accounting. Revenue is recognized when earned and expenses are recognized when incurred.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, "Financial Statements of Not-for-Profit Organizations." Under SFAS No. 117, the PIC is required to report information regarding its financial position and activities according to the three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Contributions

In 1997, the Organization adopted Statement of Financial Accounting Standards (SFAS) No. 116, Accounting for Contributions Received and Contributions Made. In accordance with SFAS No. 116, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending

on the existence and/or nature of any donor restrictions. The implementation of SFAS No. 116 had no cumulative effect on net assets at the date of adoption.

Capitalization of Assets
Assets purchased with restricted grant funds are not depreciated but expensed when purchased. Assets purchased with other unrestricted funds are recorded at cost.

Statement of Cash Flows
For purposes of the statement of cash flows, the Organization considers all short-term investments with an original maturity of six months or less to be cash equivalents.

Estimates
The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Tax Status
Private Industry Council of San Francisco, Inc. has been determined by the Internal Revenue Service to be a 501(c)(3) exempt nonprofit organization. Accordingly, no provision for income taxes is included in the accompanying financial statements.

Employee Leave Benefits
Regular Council employees earn ten days vacation leave during the first three years of employment, fifteen days during the fourth year, and eighteen days during the fifth year and thereafter. Sick leave is earned at a rate of eight hours per month for all regular full-time employees. Employees can accumulate up to a maximum of 160 hours of vacation time. Employees can accumulate 1,040 hours sick time that can be carried forward. Upon termination, the Council is obligated to compensate employees for all earned, but unused vacation time only.

Fair Value of Financial Instruments
The carrying amounts of grants receivable, other receivables, prepaid expenses, accrued expenses and deferred revenue, none of which are held for trading purposes, approximate fair value due to the short-term maturities of these instruments.

Functional Allocation of Expenses

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs benefited as shown in the statement of functional expenses.

Note B: INSURANCE COVERAGE

The following is a summary of the limits of the Council's insurance coverage:

General Aggregate	$2,000,000
Products Completed Operation Aggregate	2,000,000
Bodily Injury and Property Damage Liability	1,000,000
Personal and Adverting Injury	1,000,000
Fire Legal any one fire or explosion	100,000
Medical Payments per person	10,000
Automobile Liability	1,000,000
Business Personal Property	590,650
Directors & Officers Liability	1,000,000
Retention each loss	2,500
Fidelity Bond (per person)	500,000
Workers' Compensation	1,000,000

Note C: DEFERRED GRANT REVENUE

Deferred grant revenue represents the excess of grant receipts over grant expenditures. These amounts are payable to the grantor agency unless reprogrammed or the grant term was not completed as of June 30, 2003. Deferred grant revenue as of June 30, 2003 is as follows:

Program	Amount
PAES	$ 68,498
PAES - FSET	8,785
CalWorks	10,794
Total Deferred Revenue	$ 88,077

Note D: EQUIPMENT

The depreciation of equipment is computed using the straight-line method over an estimated useful life of three (3) years. Equipment is stated at cost. Equipment consists of the following as of June 30, 2003.

Equipment	$ 804,136
Less allowance for depreciation	(592,436)
	$ 211,700

Depreciation expense charged to operations for the two year period ended June 30, 2003 amounted to $63,568.

Note E: LEASE

The PIC entered into a lease with 1650 Mission Associates, L.P., a California limited partnership in September 1997 for 84 months. In December 2000, the PIC entered into two lease agreements with the State of California covering premises located at 745 Franklin Street. The term of these leases are for 48 months commencing February 1, 2001 and ending January 31, 2005. The annual lease payments for the next few years until the end of the lease are as follows:

	Annual
Year 1	$358,057
Year 2	138,253
Total	$496,310

The PIC leases some of its equipment under an operating lease agreement with lease terms ranging from 36 to 60 months and with various starting dates. The annual lease payments for the next few years until the end of the lease are as follows:

	Annual
Year 1	$ 51,022
Year 2	19,361
Year 3	15,354
Year 4	11,675
Year 5	2,476
Total	$99,888

Note F: RETIREMENT PLAN

The PIC administers the Private Industry Council of San Francisco, Inc. Retirement Plan (Plan). The Plan is a 403(b) defined contribution annuity plan that became effective on February 1, 1995. PIC employees become participants of the plan after they have completed two years of service and have attained age 21. The PIC contributes a certain percentage of the participant's salary to the Plan. For the two-year period July 1, 2001 to June 30, 2003 the PIC contributed 6% of the participant salary, which amounted to $284,650.

Note G: COMMITMENTS AND CONTINGENCIES

Litigation

The PIC is the defendant in a lawsuit. In the opinion of the PIC, the outcome of this lawsuit will not have a materially adverse effect on the accompanying basic financial statements and accordingly, no provision for losses has been recorded.

Grants

The PIC received a substantial amount of its support from federal and state governments. A significant reduction in the level of this support, if this were to occur, may have an effect on the Council's program and activities.

Grant awards require the fulfillment of certain conditions as set forth in the instrument of grant. Failure to fulfill the conditions could result in the return of the funds to the grantors. The PIC deems this contingency remote since by accepting the grants and their terms, it has accommodated the objectives of the Council to the provisions of the grants. The PIC's management is of the opinion that the organization has complied with the terms of all grants.

Note H: CONCENTRATION OF CREDIT RISK ARISING FROM CASH DEPOSITS IN EXCESS OF INSURED LIMITS

Private Industry Council of San Francisco, Inc. maintains cash balances at various financial institutions. The balances are insured by the Federal Deposit Insurance Corporation up to $100,000. At June 30, 2003 the PIC's uninsured cash balance totaled approximately $366,016.

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INDEPENDENT AUDITOR'S REPORT ON ADDITIONAL INFORMATION

Board of Directors
Private Industry Council
of San Francisco, Inc.
San Francisco, California

We have audited the financial statements of Private Industry Council of San Francisco, Inc. for the two year period ended June 30, 2003, and have issued our report thereon dated February 24, 2004 and is presented in the preceding section. That examination was made for the purpose of forming an opinion on the general-purpose financial statements taken as a whole. The following schedules on pages 13a and 13b are presented for purposes of additional analysis and are not a required part of the general-purpose financial statements. Such information has been subjected to the auditing procedures applied in the examination of the general purpose financial statements, and, in our opinion the information is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Izabal, Bernaciak & Company

San Francisco, California
February 24, 2004

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SCHEDULE OF FINANCIAL POSITION - DETAILED
JUNE 30, 2003

	Grant Funds	Vacation Fund	Administrative Cost Pool Fund	Donated Funds	Total (All Funds)
ASSETS					
Cash	$ (309,134)	$ 183,469	$ 167,875	$ (35,748)	$ 6,462
Grants Receivable	3,551,086	0	0	0	3,551,086
Other Receivable	0	0	0	40,000	40,000
Prepaid Expenses	12,914	51,611	34,307	0	98,832
Equipment (Less accumulated depreciation of $295,070)	0	0	0	211,700	211,700
Total Assets	$ 3,254,866	$ 235,080	$ 202,182	$ 215,952	$ 3,908,080
LIABILITIES AND NET ASSETS					
Liabilities					
Accrued Liabilities	3,166,789	0	201,182	35,899	3,403,870
Deferred Revenue	88,077	0	0	0	88,077
Accrued Employee Leave Benefits	0	235,080	0	0	235,080
Total Liabilities	3,254,866	235,080	201,182	35,899	3,727,027
Net Assets	0	0	1,000	180,053	181,053
Total Liabilities and Net Assets	$ 3,254,866	$ 235,080	$ 202,182	$ 215,952	$ 3,908,080

See notes to financial statements

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SCHEDULE OF ACTIVITIES - DETAILED
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

	Grant Fund	Vacation Fund	Administrative Cost Pool Fund	Donated Funds	Total (All Fun
REVENUE					
Grant Revenue	$ 49,219,511	$ 0	$ 0	$ 0	$ 49,219,
Interest Income	0	0	0	939	
Contributions	57,727	0	0	75,592	133,
Miscellaneous	2,471	0	0	79,050	81,
Total Revenues	49,279,709	0	0	155,581	49,435,
EXPENSES					
Cost Reimbursement	23,411,253	0	0	0	23,411,
I.R. Set Asides	5,516,447	0	0	0	5,516,
OJT Set Asides	332,097	0	0	0	332,
Supportive Services	1,494,443	0	0	15,078	1,509,
Participant Wages	1,244,142	0	0	51,629	1,295,
Other Program Cost	4,016,381	0	0	58,242	4,074,
Depreciation	0	0	0	63,568	63,
Administrative	13,264,946	0	0	8,640	13,273,
Total Expenses	49,279,709	0	0	197,157	49,476,
Excess (deficiency) of Revenues over Expenses	0	0	0	(41,576)	(41,
Net Adjustment for Capitalization of Fixed Assets Purchased with Grant Funds	0	0	0	64,916	64,
Net Assets at Beginning of Period	0	0	1,000	156,713	157,
Net Assets at End of Year	$ 0	$ 0	$ 1,000	$ 180,053	$ 181,

See notes to financial statements

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INDEPENDENT AUDITOR'S REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Board of Directors
Private Industry Council
of San Francisco, Inc.
San Francisco, California

We have audited the financial statements of Private Industry Council of San Francisco, Inc. (a nonprofit organization) for the two year period ended June 30, 2003, and have issued our report thereon dated February 24, 2004. These financial statements are the responsibility of Private Industry Council of San Francisco, Inc.'s management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, issued by the Comptroller General of the United States; and the provisions of the Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Our audit was made for the purpose of forming an opinion on the basic financial statements of Private Industry Council of San Francisco, Inc. taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information in that schedule has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

Izabal, Bernaciak & Company

San Francisco, California
February 24, 2004

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

Program Name	Contract Number	Federal CFDA No.	Revenues	Expenditures
U. S. DEPARTMENT OF LABOR				
Pass Through: State of California Employment Development Department				
Workforce Investment Act				
WIA - Title I Adult (201)	R069133	17.258	$ 457,539	$ 457,539
WIA - 15% SALT (211)	R069133	17.258	1,500	1,500
WIA - Youth Dev/Crime Prevention (291)	R069133	17.259	600,000	600,000
WIA - Title I Youth (301)	R069133	17.259	469,749	469,749
WIA - Title I Rapid Response (540)	R069133	17.260	308,439	308,439
WIA - Title I Dislocated Workers (501)	R069133	17.260	367,477	367,477
Subtotal Contract # R069133			2,204,703	2,204,703
WIA - Caregivers Training Initiative (CTI) (607)	R174149	17.258	810,150	810,150
Welfare to Work Match for WIA - CTI (798)	R174149	17.258	466,596	466,596
Subtotal Contract # R174149			1,276,746	1,276,746
WIA - Title I Adult (201)	R275865	17.258	1,908,004	1,908,004
WIA - Title I Youth (301)	R275865	17.259	1,864,040	1,864,040
WIA - Title I Rapid Response (541)	R275865	17.260	195,833	195,833
WIA - Title I Dislocated Workers (501)	R275865	17.260	1,788,051	1,788,051
WIA - Title I DW Recapture Formula (503)	R275865	17.260	5,060	5,060
WIA - Title I Rapid Response (545)	R275865	17.260	164,272	164,272
Subtotal Contract # R275865			5,925,260	5,925,260
WIA - Title I Adult (201)	R380531	17.258	504,232	504,232
WIA - Title I Adult (202)	R380531	17.258	1,328,323	1,328,323
WIA - Title I 15% Adult Spec PR (642)	R380531	17.258	93,380	93,380
WIA -Title I Nurses Initiative (638)	R380531	17.258	9,884	9,884
WIA - Title I Youth (301)	R380531	17.259	922,288	922,288
WIA - Title I Dislocated Workers (501)	R380531	17.260	744,146	744,146
WIA - Title I Dislocated Workers (502)	R380531	17.260	1,205,031	1,205,031
WIA - Title I 15% Groundfish (509)	R380531	17.260	9,673	9,673
WIA - Title I Rapid Response (541)	R380531	17.260	204,788	204,788
Subtotal Contract # R275865			5,021,745	5,021,745
Pass Through: County of San Mateo				
WIA - Dislocated Worker SFO	66103	17.260	52,312	52,312
Subtotal Contract # R275865			52,312	52,312
WIA - Adult - Project Advance/TransCend	NA	17.258	50,000	50,000
Subtotal			50,000	50,000
Total CFDA # 17.258, 17.259 & 17.260			14,530,766	14,530,766
U. S. DEPARTMENT OF LABOR				
Pass Through: State of California Employment Development Department				
Welfare to Work				
Formula Allocation	W965827	17.253	1,437,978	1,437,978
Subtotal Contract W965827			1,437,978	1,437,978
U. S. DEPARTMENT OF LABOR				
WIA - Title 1D Youth Opportunity Grant	AZ101220060	17.263	15,244,141	15,244,141
WIA - H-1B Tech. Skills Training	AH108550066	17.261	1,880,237	1,880,237
SF Information Technology	AH124660260	17.261	674,659	674,659
Welfare to Work - Competitive Grant	Y67978008160	17.253	612,798	612,798
Total Department of Labor			**34,380,579**	**34,380,579**

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

Program Name	Contract Number	Federal CFDA No.	Revenues	Expenditures
U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				
Passed through State of California Department of Social Services				
Refugee and Entrant Assistance				
RESS		93.566	147,241	147,241
RESS		93.566	216,294	216,294
RESS		93.566	69,859	69,859
RESS Set Aside		93.566	4,518	4,518
RESS Set Aside		93.566	15,442	15,442
TA		93.576	266,626	266,626
TA		93.576	630,305	630,305
TA		93.576	325,464	325,464
TA 20%		93.576	49,096	49,096
TA 20%		93.576	213,423	213,423
Elderly Discretion		93.576	83,661	83,661
TA Discretion		93.576	68,571	68,571
TA Discretion		93.576	49,875	49,875
TA Discretion		93.576	18,191	18,191
Subtotal			2,158,566	2,158,566
Passed through City and County of San Francisco				
TANF				
Community Jobs Initiative 11/99-10/01		93.558	119,983	119,983
Community Jobs Initiative 11/01-10/03		93.558	353,120	353,120
Subtotal			473,103	473,103
Total Department of Health and Health Services			**2,631,669**	**2,631,669**
U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT				
Passed through City and County of San Francisco				
HEC 10/00-9/01	N/A	14.235	240,746	240,746
HEC 10/01-9/02	N/A	14.235	1,046,766	1,046,766
HEC 10/02-9/03	N/A	14.235	749,189	749,189
Subtotal			2,036,701	2,036,701
Total Department of Housing & Urban Development			**2,036,701**	**2,036,701**
U. S. DEPARTMENT OF AGRICULTURE				
Passed through City and County of San Francisco				
PAES	N/A	10.561	1,309,393	1,309,393
PAES to Work (SEP)	N/A	10.561	655,180	655,180
PAES (FSET)	N/A	10.561	177,962	177,962
Community Jobs Intiative	N/A	10.561	459,113	459,113
Subtotal			2,601,648	2,601,648
Total Department of Agriculture			**2,601,648**	**2,601,648**
TOTAL FEDERAL ASSISTANCE			**$ 41,650,597**	**$ 41,650,597**

Note A: Basis of Presentation

The accompanying schedule of expenditures of federal awards includes federal grant activity of the Private Industry Council of San Francisco, Inc. and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations." Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SCHEDULE OF EXPENDITURES OF STATE AND LOCAL AWARDS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

Program Name	Contract Number	Federal CFDA No.	Revenues	Expenditures
STATE OF CALIFORNIA				
Welfare to Work State Match Formula	N/A	N/A	$ 347,000	$ 347,000
Subtotal			347,000	347,000
Employment Development Department				
Labor Market Information - 2001	N/A	N/A	(9,191)	(9,191)
Labor Market Information - 2002	N/A	N/A	58,130	58,130
Labor Market Information - 2003	N/A	N/A	10,481	10,481
At Risk Youth	N/A	N/A	57,887	57,887
Subtotal			117,307	117,307
TOTAL STATE ASSISTANCE			**$ 464,307**	**$ 464,307**
CITY AND COUNTY OF SAN FRANCISCO				
Children's Fund	N/A	N/A	$ 229,708	$ 229,708
Children's Fund	N/A	N/A	243,210	243,210
Mayor's Office of Community Developme	N/A	N/A	80,000	80,000
Mayor's Office of Community Developme	N/A	N/A	70,000	70,000
Redevelopment Agency	N/A	N/A	926,574	926,574
Redevelopment Agency	N/A	N/A	954,371	954,371
Redevelopment Agency - Set aside	N/A	N/A	253,979	253,979
Redevelopment Agency - Set aside	N/A	N/A	222,838	222,838
First Source Hiring - Mission Bay	N/A	N/A	204,516	204,516
First Source Hiring - Mission Bay	N/A	N/A	380,000	380,000
Muni-Light Rail Project	N/A	N/A	300,000	300,000
CalWorks - PAES	N/A	N/A	108,351	108,351
CalWorks - General Funds	N/A	N/A	2,822,503	2,822,503
CalWorks - Incentive	N/A	N/A	224,224	224,224
CalWorks - Childcare Vocational Training	N/A	N/A	75,101	75,101
Subtotal			7,095,375	7,095,375
TOTAL CITY AND COUNTY OF SAN FRANCISCO			**$ 7,095,375**	**$ 7,095,375**

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REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Directors
Private Industry Council
of San Francisco, Inc.
San Francisco, California

We have audited the financial statements of Private Industry Council of San Francisco, Inc. as of and for the two year period ended June 30, 2003, and have issued our report thereon dated February 24, 2004. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance
As part of obtaining reasonable assurance about whether Private Industry Council of San Francisco, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under Government Auditing Standards and which is described in the accompanying schedule of findings and questioned costs as item 03-01.

Internal Control over Financial Reporting
In planning and performing our audit, we considered Private Industry Council of San Francisco, Inc.'s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would

be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the information of the finance subcommittee, management and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

San Francisco, California
February 24, 2004

IZABAL, BERNACIAK & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

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REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Board of Directors
Private Industry Council
of San Francisco, Inc.
San Francisco, California

Compliance

We have audited the compliance of Private Industry Council of San Francisco, Inc. with the types of compliance requirements described in the *U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* that are applicable to each of its major federal programs for the two year period ended June 30, 2003. Private Industry Council of San Francisco, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of Private Industry Council of San Francisco, Inc.'s management. Our responsibility is to express an opinion on Private Industry Council of San Francisco, Inc.'s compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Private Industry Council of San Francisco, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Private Industry Council of San Francisco, Inc.'s compliance with those requirements.

In our opinion, Private Industry Council of San Francisco, Inc. complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2003. However, the results of our auditing procedures disclosed instances of noncompliance with those requirements, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs as items 03-01 to 03-02.

Internal Control over Compliance

The management of Private Industry Council of San Francisco, Inc. is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered Private Industry Council of San Francisco, Inc.'s internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of the finance subcommittee, management and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.

Gabel, Bernard & Co.

San Francisco, California
February 24, 2004

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

A.	SUMMARY OF AUDITOR'S RESULTS	
	1. Type of Financial Statement Report	UNQUALIFIED
	2. Reportable Conditions in Internal Control Disclosed by Audit of Financial Statements	NONE
	3. Noncompliance Disclosed by Audit Which Is Material to Financial Statements	NONE
	4. Reportable Conditions in Internal Control over Major Programs Disclosed by Audit	NONE
	5. Type of Compliance Report Major Programs	UNQUALIFIED
	6. OMB A-133 Subpart E.510a Audit Finding Disclosed by Audit	NONE
	7. Major Programs:	**WIA** 17.258, 17.259, 17.260 **YOG** 17.263
	8. Dollar Threshold for Type A Programs	$1,249,518
	9. Auditee Qualification	HIGH RISK
B.	Findings Relating to the Financial Statements Which Are Required to Be Reported in Accordance with GAGAS	03-01
C.	Findings and Questioned Costs for Federal Awards Including Audit Findings Defined in OMB A-133 Subpart E.510a	03-01 to 03-02

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

Financial Statement Findings

Compliance over Purchasing Procedure

Finding 03-01

Criteria:
Per 29 CFR (Code of Federal Regulations), Part 95, Sections 95-43 and 95-45, all procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition and that some form of cost price analysis shall be made and documented in the procurement files in connection with every procurement action. In addition, the PIC's written procurement policy and procedure manual requires that at least three quotes be documented for purchases between $5,000 and $24,999.

Condition:
Per our review of procurement procedures and test of compliance over said procedures, we noted an equipment purchase in August 2002 amounting to about $22K, which did not have 2 additional quotes on file.

Questioned Costs:
None.

Effect:
Failed to follow federal requirements and the PIC's own procurement policy and procedures.

Recommendation:
We recommend that the PIC strictly abide by its own policy and procedure in all procurement transactions, in order to ensure that open and free competition is provided for and that cost/price analysis is conducted in accordance with federal requirements and the PIC's own policies.

Management's Response:
PIC considers this as an isolated incident and will retain on file all quotes in determining a vendor in the future.

In April of 1998, after examining competitive price quotations for two other vendors, the PIC purchased some of that same equipment from that same vendor for other uses and was very pleased with the results. The administrators of the

YO!SF Program (who had then been employees of the PIC for only a little over six months) were under intense pressure from the U.S. Department of Labor (DOL) and the PIC's administration to meet certain implementation goals that required that equipment by June 30th of 2002.

The PIC's professional services contractor which designed, installed, and was then assisting it in implementing a new participant data system required by the DOL for all Youth Opportunity Programs had examined that equipment and serendipitously found it to be compatible with the data system being installed.

A customized order for that equipment was orally placed with that vendor by the YO!SF administrators in June of 2002 without examining competing price quotations, the invoice for them was forwarded to the PIC's Procurement and Fiscal Units in July, and the bill for that equipment was paid in late August.

The purchase occurred more than three years after the PIC had last examined competitive price quotations and it is not possible to determine if it would still have been the most competitive price, as a result, that purchase did not comply with the PIC's Procurement Policies and Procedures. (In retrospect, we believe the exigencies cited warrant an exception to them.)

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

Financial Statement Findings

Eligibility Documentation

Finding 03-02

Criteria:
Per WIA Eligibility Technical Assistance Guide, physical evidence of eligibility documents must be maintained in the participant's file.

Condition:
Per our review of YOG program's eligibility procedures and compliance over said procedures, we noted that 3 participants out of 40 participants tested do not have complete eligibility documents on file. The said participants are enrolled and participating on YOG programs.

Questioned Costs:
None.

Effect:
Eligibility of individuals to participate on the program could be in question, which could result in related costs spent on said individuals be in question as well.

Recommendation:
We recommend that participants' file be reviewed for completeness of eligibility documents as part of the process before an individual could be enrolled in the YOG program.

Management's Response:
Missing eligibility documents on two of the three individuals have been updated and placed on their files. The missing eligibility documents for the other individual are currently being obtained. In addition, all eligibility documents will be retained and maintained in each participant's file in the future.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

Financial Statement Findings

Bank Accounts

Finding 01-1

Status:

Implemented.

Criteria:
The Office of Management and Budget (OMB) Circular A-110 Subpart C Section .21 (b)(3) requires effective control over and accountability for all funds, property and other assets.

Condition:
Per our review of the cash accounts, Private Industry Council of San Francisco, Inc. did not reconcile its cash accounts to the bank statements on a timely basis.

Questioned Costs:
None.

Effect:
If bank accounts are not reconciled on a monthly basis, cash could be incorrectly stated in the financial statements.

Cause:
Procedures were not established to reconcile cash accounts on a timely basis.

Recommendation:
We recommend a systematic method of reconciling the bank statements be implemented on a timely basis.

Management's Response:
In the future Private Industry Council of San Francisco, Inc will follow written policies to ensure the cash accounts are reconciled monthly.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2003

Financial Statement Findings

Reporting Requirement

Finding 01-2

Status:

Implemented.

Criteria:

The Single Audit Act and Office of Management and Budget (OMB) Circular A-133 requires entities that expend $300,000 or more of Federal awards during a fiscal year to undergo a single audit. The audit should be completed and the data collection form and reporting package, including the auditor's reports, should be submitted by the auditee to the federal clearing house within the earlier of thirty days after the receipt of the auditor's report or nine months after the end of the audit period.

Condition:

PIC did not submit the required data collection form and reporting package within nine months of the end of the audit period as the audit could not be completed within this time frame.

Questioned Costs:

None.

Effect:

Untimely audits and late submission of required single audit reports may affect PIC's ability to secure future federal funding and may result in reportable conditions and other audit findings that are not corrected in a timely manner.

Cause:

Procedures were not established to effect the timely issuance of the annual bi-annual audit (i.e. cash accounts were not reconciled on a timely basis).

Recommendation:

We recommend a systematic method of reconciling the bank statements be implemented on a timely basis.

Management's Response:

In the future Private Industry Council of San Francisco will comply with the audit deadline set by OMB A133 Subpart C.320 by reconciling the cash accounts on a timely basis.

PIC of SAN FRANCISCO Grant Awards & Budgeted PIC Inc. Administrative Revenue & Expenditures for the Nine Months Ended March 31, 2004

Agenda Item 3

PIC Inc. Admin REVENUE	PY 02-03 Actual	PY 03-04 Budget	7/03 - 3/04 Actual	9 Months 75 %
DOL WtW (Formula)	51,240	39,304	$39,304	100.00%
Youth Opportunity Grant	2,992,142	3,100,000	2,310,998	74.55%
Youth Crime Prevention	109,151	100,000	72,116	72.12%
H-1B Technical Skills Training	191,670	307,877	163,798	53.20%
Workforce Investment Grant	2,049,560	2,719,467	2,265,219	83.30%
CalWork Employment & Training	806,363	653,149	714,121	109.34%
State Refugee Grants	79,497	75,972	61,458	80.90%
Homeless Employment Collaborative/Hope House	221,991	213,853	137,254	64.18%
S.F. Redevelopment Agency/Mission Bay	80,190	173,161	128,443	74.18%
Caregivers/Nurse Initiative	102,093	40,116	24,326	60.64%
Labor Market Information	46,938	58,138	45,013	77.42%
Mayor's Office of Community Development	74,950	68,000	55,530	81.66%
Other Funds	95,139	126,000	70,058	55.60%
Total Revenue	**6,900,922**	**7,675,037**	**6,087,637**	**79.32%**
PIC Inc. Admin EXPENSES				
SALARIES	$ 5,040,983	$ 5,776,642	$ 4,503,189	77.96%
FRINGE BENEFITS	977,599	1,042,565	948,344	90.96%
TOTAL PERSONNEL COST	6,018,582	6,819,207	5,451,533	79.94%
CONSULTANTS	151,024	64,500	41,787	64.79%
LEGAL FEES	53,847	45,000	43,964	97.70%
EMPLOYMENT & TRAINING FEES	4,572	5,000	4,572	91.44%
EQUIPMENT AGREEMENTS/PURCHASES	10,161	31,411	24,411	77.72%
EQUIPMENT RENTAL	73,845	28,845	15,842	54.92%
EQUIPMENT REPAIRS/MAINT.	34,185	34,185	21,885	64.02%
INSURANCE	29,097	39,097	37,931	97.02%
MATERIAL & SUPPLIES	76,045	90,379	63,419	70.17%
RENT	251,607	251,607	200,271	79.60%
TRAINING	18,013	34,013	19,952	58.66%
TRAVEL & CONFERENCE	34,537	27,537	19,748	71.71%
PUBLICATIONS & SUBSCRIPTIONS	1,866	3,866	1,908	49.35%
ADVERTISING/PUBLIC NOTICE	2,487	2,487	2,183	87.79%
MISCELLANEOUS	10,976	16,824	13,321	79.18%
REPRODUCTION	4,968	13,968	6,905	49.43%
MOVING & STORAGE	2,202	2,702	2,174	80.48%
AUDITING SERVICES	24,000	12,000	12,000	100.00%
TELEPHONE/INTERNET	58,505	66,505	48,923	73.56%
POSTAGE	25,888	21,388	13,691	64.01%
BOARD EXPENSE	N/A	50,000	29,772	59.54%
PAYROLL & BANK SERVICE CHARGE	14,515	14,516	11,444	78.84%
TOTAL OFFICE OVERHEAD COST	882,340	855,830	636,105	74.33%
TOTAL EXPENDITURES	**6,900,922**	**7,675,037**	**6,087,637**	**79.32%**
EXCESS REVENUE OVER EXPENDITURES	**$0**	**$0**	**$0**	

5/3/2004

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC
EXPENDITURES AS OF MARCH 31, 2003

Description	PY 03 Budget	Total Expenses @ 3/31/04	YTD %	Total Commitment	Unobligated*	*Detail of Unobligated Amount I.R., OJT & C.R.	PY 03 Carryover
WIA Adult Grant	$ 2,875,556	$ 1,851,205	64.4%	$ 1,024,351			$ 100,000
WIA Youth Grant	3,196,600	2,370,245	74.1%	826,355			190,000
WIA Disloc. Workers	3,257,300	2,663,199	81.8%	594,101			0
SF Information Tech. Consortium	3,111,508	1,292,582	41.5%	1,163,775	655,152	655,152	0
Youth Spec Pr	330,856	234,191	70.8%	96,665			0
Disability Navigator	34,500	5,000	14.5%	29,500			0
WIA Rapid Response	315,410	103,932	33.0%	211,478			0
Nurse Wf Init	284,111	154,438	54.4%	129,673			0
WIA25% Spec	63,000	38,907	61.8%	24,093			0
WTW/CALWRKS/FA	794,942	555,229	69.8%	239,713			0
SEP (Support Empl Prog)	402,884	182,918	45.4%	219,966			0
Labor Market Information	58,183	49,272	84.7%	8,911			0
Hope House	208,274	39,677	19.1%	168,597			50,000
Depart. of Children, Youth & Their Families	260,000	184,675	71.0%	75,325			0
HEC	1,030,284	843,949	81.9%	186,335			0
MOCD-03-04	71,000	84,015	118.3%	(13,015)			0
DHS CalWORKs Gen Funds	2,177,329	1,147,665	52.7%	1,029,664			0
PIC SFRA	1,001,664	694,289	69.3%	307,375			0
DHS Comm Jobs Prg	788,617	368,850	46.8%	419,767			0
Refugee	761,516	270,739	35.6%	490,777			0
1st Src Mission Bay	445,000	236,622	53.2%	208,378			0
MUNI-LRP-CJP	475,000	369,074	77.7%	105,926			0
Project Advance/TransCen Inc.	50,000	30,726	61.5%	19,274			0
Youth Opportunity Grant	6,779,130	4,214,008	62.2%	2,565,122			1,000,000
	0						
Total Expenditure	**$ 28,772,665**	**$ 17,985,409**	**62.5%**	**$ 10,132,103**	**$ 655,152**	**$ 655,152**	**$ 1,411,090**

PIC of SAN FRANCISCO, Operating Budget
Budgeted PIC Admin Revenue & Expenditures
for the Program Years 2002 THROUGH 2005

Agenda Item 4
5/3/2004

Total Grant Awards	PY 02-03 Actual	PY 03-04 Budget	PY 04-05 Budget	PY 05-06 Budget
DOL WtW (Formula & Competitive)	$722,186	$794,941	$0	$0
Youth Opportunity Grant	8,985,017	5,779,130	4,500,000	0
Youth Crime Prevention	488,515	330,856	0	0
H-1B / WIA 15% Technical Skills Training - SFITC	1,073,432	1,743,845	1,534,500	69,000
Workforce Investment Grant	6,273,265	9,810,324	8,132,982	8,132,982
CalWork ET	3,123,008	3,368,830	2,765,946	2,765,946
State Refugee Grants	900,958	771,236	645,805	613,515
Homeless Employment Collaborative/Hope House	1,152,248	1,374,817	1,549,994	1,149,994
S.F. Redevelopment Agency/Mission Bay	1,826,107	2,098,250	1,881,714	1,262,666
Nurse Workforce/Care Givers initiative	558,473	240,116	150,000	0
Labor Market Information	51,897	58,138	0	0
Mayor's Office of Community Development	77,471	70,000	70,000	70,000
Other Funds	409,448	459,125	87,000	87,000
	$ 25,642,027	$ 26,899,608	$ 21,317,941	$ 14,151,103

PIC Admin REVENUE	PY 02 Actual	PY 03-04 Budget	PY 04-05 Budget	PY 05-06 Budget
DOL WtW (Formula & Competitive)	$217,746	$39,304	$0	$0
Youth Opportunity Grant	3,000,000	3,100,000	3,100,000	0
Youth Crime Prevention	114,292	100,000	0	0
H-1B / WIA 15% Technical Skills Training - SFIT	148,681	307,877	488,000	0
Workforce Investment Grant	1,809,430	2,719,467	2,607,862	2,199,104
DHS-Calworks,CJI & PAES2Work	744,644	653,149	607,169	607,169
State Refugee Grants	72,123	75,972	125,455	78,935
Homeless Employment Collaborative/Hope House	287,423	213,853	283,283	243,283
S.F. Redevelopment Agency/Mission Bay	117,204	173,161	129,129	70,603
Nurse Workforce/Care Givers initiative	121,058	40,116	10,000	0
Labor Market Information	25,234	58,138	0	0
Mayor's Office of Community Development	68,000	68,000	66,890	68,000
DOL Proposed Grants	0	0	0	0
Other Funds	175,087	126,000	50,000	50,000
Total Revenue	6,900,922	7,675,037	7,467,788	3,317,094
PIC Admin EXPENSES				
PERSONNEL COST	6,018,582	6,819,207	7,269,305	4,560,210
CONSULTANTS	151,024	64,500	64,500	50,000
LEGAL FEES	53,847	45,000	15,000	15,000
EMPLOYMENT & TRAINING FEES	4,572	5,000	5,000	5,000
EQUIPMENT AGREEMENTS/PURCHASES	10,161	31,411	31,411	31,411
EQUIPMENT RENTAL	73,845	28,845	28,845	28,845
EQUIPMENT REPAIRS/MAINT.	34,185	34,185	34,185	34,185
INSURANCE	29,097	39,097	39,097	39,097
MATERIAL & SUPPLIES	76,045	90,379	90,379	90,379
RENT	251,607	251,607	251,607	251,607
TRAINING	18,013	34,013	34,013	34,013
TRAVEL & CONFERENCE	34,537	27,537	27,537	27,537
PUBLICATIONS & SUBSCRIPTIONS	1,866	3,866	3,866	3,866
ADVERTISING/PUBLIC NOTICE	2,487	2,487	2,487	2,487
MISCELLANEOUS	10,976	16,824	16,824	16,824
REPRODUCTION	4,968	13,968	13,968	13,968
MOVING & STORAGE	2,202	2,702	2,702	2,702
AUDITING SERVICES	24,000	12,000	15,000	15,000
TELEPHONE/INTERNET	58,505	66,505	66,505	66,505
POSTAGE	25,888	21,388	21,388	21,388
COMPUTER SOFTWARE TRAINING	0	0	0	0
BOARD EXPENSE	N/A	50,000	50,000	50,000
PAYROLL & BANK SERVICE CHARGE	14,515	14,515	14,515	14,515
Total Office Overhead cost	882,339	855,829	828,829	814,329
TOTAL EXPENSES	6,900,922	7,675,036	8,098,134	5,374,539
Excess Revenue over Expenditures	$0	$0	($630,346)	($2,057,445)

Average cost per employee is $60,000 for one FTE

		# of FTE to Layoff
Projected deficit balance	$ (702,415)	(11.7)
Elimination of Management Raises	72,069	1.2
Revised deficit balance	(630,346)	(10.5)

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

MEMORANDUM

TO: FINANCE SUBCOMMITTEE MEMBERS **DATE:** APRIL 30, 2004

FROM: PAMELA S. CALLOWAY, PRESIDENT

SUBJECT: PROGRAM YEAR 2004-05 WORKFORCE INVESTMENT ACT ALLOCATIONS AND STRATEGIC BUDGETS (REVISED APRIL 30, 2004) (AGENDA ITEM 5)

ACTION REQUESTED

The Finance Subcommittee is asked to implement local priorities by approving a Workforce Investment Act (WIA) strategic budget for the Program Year beginning July 1, 2004.

BACKGROUND

On April 26, 2004, your committee approved funding for the "hold harmless" dollars to be provided next year for *WIA Training/Participant Support* ($5,018,797). These direct services dollars are one of three categories of cost for which decisions are needed.

The two remaining categories of cost are *dollars for PIC* and *dollars for One Stop infrastructure.*

- *dollars for PIC* are both PIC *Administration* and PIC *Operations* costs;
- *dollars for One Stop infrastructure* are both *Center* and *System* costs.

Providing a clear explanation of PIC costs has been difficult since WIA's inception. At your April 26 meeting, committee members were unclear about the budgets presented for PIC and One Stop costs. Please note that the WIA allocation for One Stop infrastructure represents the contributions of just one partner (PIC) and just one funding stream to the overall operation of the One Stop system.

The recommendations below do not hold the One Stop infrastructure funding harmless. To be clear, these recommendations propose that certain PIC employees who are assigned to coordinate One Stop activities or work directly in the Centers be moved to the *WIA allocation* of the One Stop budget. They should no longer be included in the PIC budgets as part of its Operations costs, but instead should be charged in the *One Stop infrastructure* budget, where they belong.

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The One Stop Committee will determine its priorities at a later date. Consideration of those priorities, and the funding to pay for them should include all sources of funding and partners, of which the WIA allocation is one.

Attachment B to this memo contrasts the WIA definitions of PIC Administration and Operations (Program) with "plain language" explanations.

RECOMMENDATION

Mayor Newsom has repeatedly stated that he will make every effort to balance the City/County budget with as little diminution to direct services as is possible. Staff remains intent on carrying out the Mayor's emphasis on direct services. A total of $300,848 fewer WIA dollars will be available in PY'04-05—none of that cut is taken from training services. Staff recommends that 54% ($162,995) of the decrease be cut from *PIC Administration* and *Operations* budget and 46% ($137,853) be cut from the *One Stop Center/System infrastructure* budget, as follows:

Proposed Options for WIA Funds (PY '04)

Difference between WIA Funds PY '03 & PY' 04					
Projected WIA Formula Funds:	**WIA Formula PY '03**		**WIA Formula PY '04**		**Difference**
PIC Administration-Staffing					
Administration	$715,706	9.0%	$627,661	8.2%	($88,044)
Supervision	58,103	0.7%	53,582	0.7%	(4,521)
Board Support	22,126	0.3%	22,298	0.3%	171
	795,935	10.0%	703,541	9.2%	(92,395)
PIC Operations-Staffing					
Management Information System/Tech.	281,711	3.5%	269,234	3.5%	(12,476)
Grant/Contract Management	260,271	3.3%	234,285	3.1%	(25,986)
Board Support	97,263	1.2%	87,802	1.1%	(9,461)
One Stop Management	143,268	1.8%	137,853	1.8%	(5,415)
Direct Services	366,390	4.6%	349,130	4.6%	(17,260)
	1,148,903	14.4%	1,078,304	14.1%	(70,598)
OVERHEAD COST	**1,944,838**	**24.4%**	**1,781,845**	**23.3%**	**(162,993)**
ONE STOP SYSTEM/CENTER COST	**995,714**	**12.5%**	**857,862**	**11.2%**	**(137,853)**
***WIA Training/Part. Support**	**5,018,797**	**63.1%**	**5,018,797**	**65.5%**	**0**
	$7,959,349	**100.0%**	**$7,658,504**	**100.0%**	**($300,846)**

	WIA Adult		WIA Youth		WIA D.W.		Total	
Next Year - PY 04-05	$ 2,585,881		$ 2,377,056		$ 2,695,567		$ 7,658,504	
Current Year - PY 03-04	2,688,717		2,486,562		2,784,071		7,959,350	
Decrease from Prior Year	$ (102,836)	(3.82%)	$ (109,506)	(4.40%)	$ (88,504)	(3.18%)	$ (300,846)	(3.78%)

If you have questions before your meeting, please call Adrian Trujillo or Wes Dixon at (415) 923-4003.

cc: Members, WISF Executive Committee

Attachment A

Citation from 20 CFR Part 652 et al., Workforce Investment Act; Final Rules, Aug. 11, 2000

"Sec. 667.220 What Workforce Investment Act title I functions and activities constitute the costs of administration subject to the administrative cost limit?

(a) The costs of **administration** are that allocable portion of necessary and reasonable allowable costs of State and local workforce investment boards, direct recipients, including State grant recipients under subtitle B of title I and recipients of awards under subtitle D of title I, as well as local grant recipients, local grant subrecipients, local fiscal agents and one-stop operators that are associated with those specific functions identified in paragraph (b) of this section and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.

(b) The costs of administration are the costs associated with performing the following functions:
- (1) Performing the following overall general administrative functions and coordination of those functions under WIA title I:
  - (i) Accounting, budgeting, financial and cash management functions;
  - (ii) Procurement and purchasing functions;
  - (iii) Property management functions;
  - (iv) Personnel management functions;
  - (v) Payroll functions;
  - (vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
  - (vii) Audit functions;
  - (viii) General legal services functions; and
  - (ix) Developing systems and procedures, including information systems, required for these administrative functions;
- (2) Performing oversight and monitoring responsibilities related to WIA administrative functions;
- (3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
- (4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA system; and
- (5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.

(c)
- (1) Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.
- (2) Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
- (3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
- (4) Except as provided at paragraph (c)(1), all costs incurred for functions and activities of subrecipients and vendors are **program** costs.
- (5) Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:
  - (i) Tracking or monitoring of participant and performance information;
  - (ii) Employment statistics information, including job listing information, job skills information, and demand occupation information;
  - (iii) Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities;
  - (iv) Local area performance information; and
  - (v) Information relating to supportive services and unemployment insurance claims for program participants;
- (6) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved..."

PY '03 definition		PY '04 definition		
	PY'03-04	PY'04-05	PY'03-04	PY'04-05
	$ 795,935	$ 703,541	$ 795,935	$ 703,541
Administration (statutory 10% max): Accounting, payroll, financial mgmt., audit, goods & services procurement, legal services, clerical services, human resources			**Administration**: Accounting, reporting, payroll, audit, procurement, legal services, clerical services, and human resources.	715,706 627,661
Rent, heat, light, power, etc., for all administrative employees.			**Supervision:** Oversight of administrative staff and coordination of activities.	58,103 53,582
			Board Support WIB support, staff to committees, meeting arrangements, minutes, etc.(clerical, fiscal and legal support).	22,126 22,298
Program - Operations (formerly PIC 15%)			**Operations**	
	PY'03-04	PY'04-05	PY'03-04	PY'04-05
	$ 1,148,903	$ 1,078,304	$ 1,148,903	$ 1,078,304
Overall workforce system coordination, business and resource development, planning, applications and grant preparations, solicitation designs, proposal review and scoring, contract budget and performance negotiation, contract implementation & management, compliance monitoring, One Stop staff representing information dissemination, system navigators, case managers, eligibility verifiers and certifiers, data management, performance reporting, program development, WISF and committee meeting agendas and minutes, staff & Board training, labor market research, website development, staff travel costs, dislocated worker workshops, business services and tax credits, one stop center staffing, access point coordination, employer-directed customized training coordination and management.			**Information mgmt.:** Grant data reporting (information services), database management, eligibility verification, quality control, performance reporting, ETPL publication, labor market information	281,711 269,234
			Contract mgmt: Contract development & management, compliance monitoring, Travel costs for program activities; Cost of goods and services for program activities, ETPL development,	260,271 234,285
			Board Support Resource development (application & proposal preparation), staff to committees, staff & Board training, meeting preparation, staff research & recommendations (program management & staff)	97,263 87,802
Rent, heat, light, power, etc., for all PIC Operations employees.			**One Stop system:** Center staffing, access point coordination, tax credits, business services, technology development, One Stop system development & implementation. ***Move to One Stop budget.***	143,268 137,853
			Direct services Information and referral, eligibility certification, initial assessment, case management, workshop delivery, dislocated worker assistance, follow-up	366,390 349,130

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

MINUTES OF THE
MAY 6, 2004 MEETING OF THE
FINANCE SUBCOMMITTEE OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Executive Committee

The meeting was held in Classroom 4 and 5 of the Van Ness Plaza located at 1650 Mission Street in San Francisco, California 94103.

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PRESENT:
Rosalie Bulach, Curt Kirschner, and Brian Murphy

ABSENT:
Dwayne Jones and Trent Rhorer

PIC STAFF:
Pamela Calloway, Alice Chiu, Wes Dixon, Sean Hallisey, Karen Hart, Lucia Hughes, Irene Kauffman, Rick Mena, Zenaida Paguirigan, Joel Streicker, David Taylor, Adrian Trujillo, Evie Valle, and Judith Villamor

.545

PUBLIC (AS EDVIDENCED BY SIGN-IN SHEET):
Bob Izabal and J. Browne

/04

The meeting was convened at 2:12 P.M. with a quorum established.

Motion to adopt the agenda was made by Rosalie Bulach and seconded by Curt Kirschner.
Ayes: Rosalie Bulach and Curt Kirschner
Nays: None
Abstentions: None
Motion passed.

There were no minutes to approve.

Item 2 – Acceptance of Audit Report from Izabal, Bernaciak & Company
Adrian Trujillo presented an overview of the audit report. He shared two findings: procurement for equipment (swipecard system for YO! SF) and participant documentation. He added that the findings from previous audit report were resolved.

Pamela Calloway added that the neither findings have financial consequences.

Motion to accept the audit report was made by Rosalie Bulach and seconded by Curt Kirschner.
Ayes: Rosalie Bulach and Curt Kirschner
Nays: None
Abstentions: None
Motion passed.

Item 3 - Quarterly Review of PIC, Inc. Expense as of March 31, 2004
Pamela Calloway presented an overview of the third quarter report. She pointed out the ITC (Information Technology Consortium) grant were unobligated. Staff has received an extension

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from the State of California for 15% Discretionary grant (through December 31, 2004) and has requested an extension from the Department of Labor for the H1-B grant.

Item 4 - Overview of PIC, Inc Revenue and Expense, Program Year 2004-05
Pamela Calloway presented an overview of the administrative budget. She reported a $500,000 deficit, which meant that there will be layoffs. The average cost of an employee is $60,000, resulting in approximately 12 layoffs. She added that layoffs would precede reorganization. She further added that employees in the non-bargaining unit would not receive a pay increase on July 1st.

Public Testimony
Zenaida Paguirigan expressed her concerns about job security. She informed the Subcommittee that the union has sent a letter to management, requesting to meet and confer. She hopes to find other ways to balance the deficit than layoffs.

Item 5 - Distribution of WIA formula funds
Pamela Calloway presented an overview of the recommendations for the distribution of WIA formula funds. She reminded them that at the last meeting, they approved funding for the "hold harmless" dollars to be provided next year for WIA Training/Participant Support ($5,018,797). These direct services dollars are one of three categories of cost for which decisions are needed. The two remaining categories of cost are dollars for PIC and dollars for One Stop infrastructure.

- dollars for PIC are both PIC Administration and PIC Operations costs; and
- dollars for One Stop infrastructure are both Center and System costs.

Staff recommended that 54% ($162,995) of the decrease be cut from *PIC Administration and Operations* budget and 46% ($137,853) be cut from the *One Stop Center/System infrastructure* budget.

Curt Kirschner expressed concerns about holding training dollars harmless and not the One Stop dollars.

Motion to adopt the recommendation was made by Rosalie Bulach and seconded by Curt Kirschner.
Ayes: Rosalie Bulach and Curt Kirschner
Nays: None
Abstentions: None
Motion passed.

Item 6 – Future Agenda Items
Chair Murphy informed the Subcommittee that there may be a special meeting in June to review the plans to balance the budget.

Motion to adjourn the meeting 3:15 P.M. was made by Rosalie Bulach and seconded by Curt Kirschner.
Ayes: Rosalie Bulach and Curt Kirschner
Nays: None
Abstentions: None
Motion passed.

All written materials distributed at the meeting are posted on the Private Industry Council's website, www.picsf.org, and incorporated by reference herein.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A PUBLIC MEETING
OF THE
FINANCE SUBCOMMITTEE
OF THE
EXECUTIVE COMMITTEE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

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Date:	Friday, June 18, 2004
Time:	10:00 a.m. – 12:00 p.m.
Location:	Community College District Office 33 Gough Street, Auditorium San Francisco CA 94103

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To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Donna Hall, Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724
Fax: 415-554-5163
E-mail: donna_hall@ci.sf.ca.us
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Issued: Tuesday, June 15, 2004

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PROPOSED AGENDA
FINANCE SUBCOMMITTEE OF THE EXECUTIVE COMMITTEE
FRIDAY, JUNE 18, 2004

1. Adoption of the Agenda *(Action Item)*
2. Adoption of Minutes of the April 26, 2004 and May 6, 2004 meetings (Action Item)*
3. Annual Review of PIC, Inc. Expense as of March 31, 2004 (Discussion and Possible Action Item)*
4. Overview of PIC, Inc. Revenue and Expense, Program Year 2004-05 (Discussion and Possible Action Item)*
5. WIA Reauthorization Update (Discussion Item)
6. Public Testimony on Non-Agenda Items (Discussion Item)
7. Future Agenda Items (Discussion Item)
8. Adjournment *(Action Item)*

Public testimony on agenda items will be taken throughout the meeting.

*Information enclosed.

PIC of SAN FRANCISCO Grant Awards & Budgeted PIC Inc. Administrative Revenue & Expenditures for the Eleven Months Ended May 31, 2004

PIC Inc. Admin REVENUE	PY 02-03 Actual	PY 03-04 Budget	7/03 - 5/04 Actual	11 Months 92 %
DOL WtW (Formula)	51,240	36,434	$36,434	100.00%
Youth Opportunity Grant	2,992,142	3,300,000	2,970,584	90.02%
Youth Crime Prevention	109,151	100,000	93,124	93.12%
H-1B Technical Skills Training	191,670	458,606	399,854	87.19%
Workforce Investment Grant	2,049,560	2,884,135	2,586,171	89.67%
CalWork Employment & Training	806,363	653,149	724,897	110.98%
State Refugee Grants	79,497	75,972	68,745	90.49%
Homeless Employment Collaborative/Hope House	221,991	283,283	261,875	92.44%
S.F. Redevelopment Agency/Mission Bay	80,190	173,162	169,000	97.60%
Caregivers/Nurse Initiative	102,093	40,116	35,115	87.53%
Labor Market Information	46,938	58,138	58,138	100.00%
Mayor's Office of Community Development	74,950	68,000	63,000	92.65%
Other Funds	95,139	157,157	135,083	85.95%
Total Revenue	**6,900,922**	**8,288,151**	**7,602,020**	**91.72%**
PIC Inc. Admin EXPENSES				
SALARIES	$ 5,040,983	$ 6,110,937	$ 5,572,412	91.19%
FRINGE BENEFITS	977,599	1,321,384	1,219,569	92.29%
TOTAL PERSONNEL COST	6,018,582	7,432,320	6,791,982	91.38%
CONSULTANTS	151,024	59,000	58,816	99.69%
LEGAL FEES	53,847	50,000	47,006	94.01%
EMPLOYMENT & TRAINING FEES	4,572	57,642	57,642	100.00%
EQUIPMENT AGREEMENTS/PURCHASES	10,161	31,411	27,707	88.21%
EQUIPMENT RENTAL	73,845	28,845	24,643	85.43%
EQUIPMENT REPAIRS/MAINT.	34,185	34,185	33,534	98.10%
INSURANCE	29,097	37,931	37,931	100.00%
MATERIAL & SUPPLIES	76,045	95,379	90,582	94.97%
RENT	251,607	265,607	250,715	94.39%
TRAINING	18,013	24,013	21,990	91.58%
TRAVEL & CONFERENCE	34,537	23,037	21,235	92.18%
PUBLICATIONS & SUBSCRIPTIONS	1,866	1,366	1,303	95.36%
ADVERTISING/PUBLIC NOTICE	2,487	2,487	2,333	93.83%
MISCELLANEOUS	10,976	11,824	10,715	90.62%
REPRODUCTION	4,968	2,968	2,585	87.11%
MOVING & STORAGE	2,202	2,702	2,695	99.74%
AUDITING SERVICES	24,000	8,500	8,500	100.00%
TELEPHONE/INTERNET	58,505	61,605	57,461	93.27%
POSTAGE	25,888	13,812	12,708	92.01%
BOARD EXPENSE	N/A	27,500	25,357	92.21%
PAYROLL & BANK SERVICE CHARGE	14,515	16,016	14,580	91.03%
TOTAL OFFICE OVERHEAD COST	882,340	855,830	810,038	94.65%
TOTAL EXPENDITURES	**6,900,922**	**8,288,151**	**7,602,020**	**91.72%**
EXCESS REVENUE OVER EXPENDITURES	**$0**	**$0**	**$0**	

June 14, 2003

PIC of SAN FRANCISCO, Inc.
Realignment after Eleven Months Ended May 31, 2004

	PY 03-04 Budget	Revision	PY 03-04 Revised Budget	7/03 - 5/04 Actual	11 Months 92 %
PIC Inc. Admin EXPENSES					
ALARIES	$ 6,110,937		$ 6,110,937	$ 5,572,412	91.19%
RINGE BENEFITS	1,321,384		1,321,384	1,219,569	92.29%
OTAL PERSONNEL COST	7,432,320		7,432,320	6,791,982	91.38%
ONSULTANTS	64,500	(5,500)	59,000	58,816	99.69%
EGAL FEES	45,000	5,000	50,000	47,006	94.01%
MPLOYMENT & TRAINING FEES	5,000	52,642	57,642	57,642	100.00%
QUIPMENT AGREEMENTS/PURCHASES	31,411		31,411	27,707	88.21%
QUIPMENT RENTAL	28,845		28,845	24,643	85.43%
QUIPMENT REPAIRS/MAINT.	34,185		34,185	33,534	98.10%
SURANCE	39,097	(1,166)	37,931	37,931	100.00%
ATERIAL & SUPPLIES	90,379	5,000	95,379	90,582	94.97%
ENT	251,607	14,000	265,607	250,715	94.39%
RAINING	34,013	(10,000)	24,013	21,990	91.58%
RAVEL & CONFERENCE	27,537	(4,500)	23,037	21,235	92.18%
UBLICATIONS & SUBSCRIPTIONS	3,866	(2,500)	1,366	1,303	95.36%
DVERTISING/PUBLIC NOTICE	2,487		2,487	2,333	93.83%
ISCELLANEOUS	16,824	(5,000)	11,824	10,715	90.62%
EPRODUCTION	13,968	(11,000)	2,968	2,585	87.11%
OVING & STORAGE	2,702		2,702	2,695	99.74%
UDITING SERVICES	12,000	(3,500)	8,500	8,500	100.00%
ELEPHONE/INTERNET	66,505	(4,900)	61,605	57,461	93.27%
OSTAGE	21,388	(7,576)	13,812	12,708	92.01%
OMPUTER SOFTWARE TRAINING	0		0	0	0.00%
OARD EXPENSE	50,000	(22,500)	27,500	25,357	92.21%
AYROLL & BANK SERVICE CHARGE	14,516	1,500	16,016	14,580	91.03%
OTAL OFFICE OVERHEAD COST	855,830	0	855,830	810,038	94.65%
OTAL EXPENDITURES	**$8,288,150**	**$0**	**$8,288,150**	**$7,602,020**	**91.72%**

e 14, 2003

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC
PROJECTED EXPENDITURES AS OF JUNE 30, 2004

Description	PY 03 Budget	Total Projected Expenses @ 6/30/04	YTD %	Projected Unspent Funds	*Detail of Projected Unspent Budget Per Line Items: I.R & Group Contracts	One Stop System	Supportive Services
WIA Adult Grant	$ 2,875,556	$ 2,733,199	95.0%	$ 142,357	$ 68,695 (1)	$ 43,662	$ 30,000
WIA Youth Grant	3,196,600	2,983,621	93.3%	212,979	77,529	45,450	90,000
WIA Dislocated Workers	3,257,300	3,206,412	98.4%	50,888		50,888	
SF Information Tech. Consortium	1,743,845	1,082,832	62.1%	661,013	661,013 (2)		
Youth Crime Prevention Grant	330,856	330,856	100.0%	0			
Disability Navigator	34,500	34,500	100.0%	0			
WIA Rapid Response	315,410	315,410	100.0%	0			
Nurse Workforce Initiative	240,116	240,116	100.0%	0			
WIA 25% Special Project	63,000	63,000	100.0%	0			
Welfare to Work Formula Grant	794,942	794,942	100.0%	0			
Support Employment Program (SEP)	402,884	402,884	100.0%	0			
Labor Market Information	58,183	58,183	100.0%	0			
Hope House	208,274	208,274	100.0%	0			
Depart. of Children, Youth & Their Families	260,000	260,000	100.0%	0			
Homeless Employment Collaborative (HEC)	1,374,817	1,374,817	100.0%	0			
Mayor's office of Community Development	70,000	70,000	100.0%	0			
CalWORKs/PAES/State Match Funds	2,177,329	1,977,329	90.8%	200,000	200,000		
San Francisco Redevelopment Agency	1,001,664	1,001,664	100.0%	0			
Community Jobs Program	797,379	797,379	100.0%	0			
Refugee	771,236	771,236	100.0%	0			
1st Source/Mission Bay	445,000	445,000	100.0%	0			
MUNI-Light Rail Project	475,000	475,000	100.0%	0			
Project Advance/TransCen Inc.	50,000	50,000	100.0%	0			
Youth Opportunity Grant	5,779,130	5,779,130	100.0%	0			
Total Expenditure	**$ 26,723,022**	**$ 25,455,785**	**95.3%**	**$ 1,267,237**	**$1,007,237**	**$ 140,000 (3)**	**$ 120,000**

(1) $68,695 is the remaining balance of the budgeted $300,000 for Customize Training. The $231,305 of the $300,000 consists of projected obligations and commitments for Customize Training. $120,000 of the $231,305 consists of a Customize Training project for Jewish Vocational Services (JVS) that will be recommended for approval to the Employer Service Committee on June 23, 2004. The JVS project will not start until after June 30, 2004.

(2) $661,013 consists of On-the-Job Training (OJT) not obligated as of June 30, 2004. The OJT Budgeted amount for the two year contract is $720,000 which expires as December 31, 2004. There is a no-cost extension pending on these funds.

(3) $140,000 represents the amount of One Stop System cost that is projected **not** to be obligated or committed by June 30, 2004. $995,713 is budgeted for the One Stop System and the centers with the WIA Formula funds.

PIC of SAN FRANCISCO, Operating Budget
Budgeted PIC Admin Revenue & Expenditures
for the Program Years 2001 THROUGH 2005

Total Grant Awards	PY 01-02 Actual	PY 02-03 Actual	PY 03-04 Budget	PY 04-05 Budget	PY 05-06 Budget
DOL WtW (Formula & Competitive)	$2,103,001	$722,186	$794,941	$0	$0
Youth Opportunity Grant	6,714,894	8,985,017	5,779,130	4,500,000	0
Youth Crime Prevention	111,485	488,515	330,856	0	0
H-1B / WIA 15% Technical Skills Training - SFITC	1,981,549	1,073,432	1,743,845	1,534,500	69,000
Workforce Investment Grant	7,352,570	6,273,265	9,810,324	8,132,982	8,132,982
CalWork ET	4,028,242	3,123,008	3,368,830	2,765,946	2,765,946
State Refugee Grants	1,242,952	900,958	771,236	645,805	613,515
Homeless Employment Collaborative/Hope House	1,070,922	1,152,248	1,374,817	1,549,994	1,149,994
S.F. Redevelopment Agency/Mission Bay	1,448,752	1,826,107	1,921,664	1,881,714	1,262,666
Nurse Workforce/Care Givers initiative	1,126,746	558,473	240,116	150,000	0
Labor Market Information	60,565	51,897	58,138	0	0
Mayor's Office of Community Development	75,000	77,471	70,000	70,000	70,000
Other Funds	206,289	409,448	459,125	87,000	87,000
	$27,522,965	$ 25,642,027	$ 26,723,022	$ 21,317,941	$14,151,103

PIC Admin REVENUE	PY 01 Actual	PY 02 Actual	PY 03-04 Budget	PY 04-05 Budget	PY 05-06 Budget
DOL WtW (Formula & Competitive)	$116,237	$217,746	$36,434	$0	$0
Youth Opportunity Grant	2,492,157	3,000,000	3,300,000	3,300,000	0
Youth Crime Prevention	20,642	114,292	100,000	0	0
H-1B / WIA 15% Technical Skills Training - SFITC	153,694	161,974	458,606	281,811	69,000
Workforce Investment Grant	1,820,122	1,809,430	2,884,135	2,753,552	2,753,552
DHS-Calworks,CJI & PAES2Work	1,038,231	744,644	653,149	626,169	626,169
State Refugee Grants	144,838	72,123	75,972	125,455	78,935
Homeless Employment Collaborative/Hope House	176,865	287,423	283,283	358,283	243,283
S.F. Redevelopment Agency/Mission Bay	39,602	117,204	173,162	129,129	70,603
Nurse Workforce/Care Givers initiative	174,973	121,058	40,116	10,000	0
Labor Market Information	58,130	25,234	58,138	0	0
Mayor's Office of Community Development	72,489	68,000	68,000	66,890	68,000
DOL Proposed Grants	0	0	0	0	0
Other Funds	89,421	175,087	157,157	50,000	50,000
Total Revenue	6,397,402	6,914,215	8,288,151	7,701,289	3,959,542
PIC Admin EXPENSES					
PERSONNEL COST	5,338,869	6,031,875	7,432,320	7,503,266	4,801,235
CONSULTANTS	226,517	151,024	53,041	53,041	50,000
LEGAL FEES	0	53,847	50,000	15,000	15,000
EMPLOYMENT & TRAINING FEES	24,500	4,572	54,000	54,000	54,000
EQUIPMENT AGREEMENTS/PURCHASES	32,013	10,161	26,000	26,000	26,000
EQUIPMENT RENTAL	80,834	73,845	23,845	23,845	23,845
EQUIPMENT REPAIRS/MAINT.	18,471	34,185	25,804	25,804	25,804
INSURANCE	25,934	29,097	39,097	39,097	39,097
MATERIAL & SUPPLIES	61,823	76,045	97,500	97,500	97,500
RENT	379,585	251,607	266,600	266,600	266,600
TRAINING	13,775	18,013	24,013	24,013	24,013
TRAVEL & CONFERENCE	23,938	34,537	24,778	24,778	24,778
PUBLICATIONS & SUBSCRIPTIONS	1,857	1,866	1,200	1,200	1,200
ADVERTISING/PUBLIC NOTICE	3,709	2,487	2,587	2,587	2,587
MISCELLANEOUS	11,109	10,976	14,806	14,806	14,806
REPRODUCTION	14,464	4,968	5,600	5,600	5,600
MOVING & STORAGE	1,708	2,202	3,100	3,100	3,100
AUDITING SERVICES	17,000	24,000	8,500	15,000	15,000
TELEPHONE/INTERNET	84,009	58,505	66,505	66,505	66,505
POSTAGE	22,034	25,888	27,000	27,000	27,000
COMPUTER SOFTWARE TRAINING	3,068	0	0	0	0
BOARD EXPENSE	N/A	N/A	26,338	26,338	26,338
PAYROLL & BANK SERVICE CHARGE	12,184	14,515	15,516	15,516	15,516
Total Office Overhead cost	1,058,533	882,339	855,830	827,330	824,289
TOTAL EXPENSES	6,397,402	6,914,215	8,288,150	8,330,596	5,625,524
Excess Revenue over Expenditures	$0	$0	$0	($629,308)	($1,665,981)

Average cost per employee is $60,000 for one FTE

		# of FTE to Layoff
Projected deficit balance	$ (715,935)	(11.9)
Elimination of Management Raises	86,627	1.4
Revised deficit balance	**$ (629,308)**	(10.5)

June 14, 2003

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

DOCUMENTS DEPT.

SEP 16 2004

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NOTICE OF A PUBLIC MEETING
OF THE
FINANCE SUBCOMMITTEE
OF THE
EXECUTIVE COMMITTEE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date:	Tuesday, September 21, 2004
Time:	10:00 a.m. – 12:00 p.m.
Location:	Community College District Office 33 Gough Street, Auditorium San Francisco CA 94103

Copies of materials may be obtained from and/or reviewed at the PIC offices at both of the addresses shown below and on the PIC's website, www.picsf.org.

AGENDA APPEARS ON THE REVERSE SIDE

1.545

1/04

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Donna Hall, Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724
Fax: 415-554-5163
E-mail: donna_hall@ci.sf.ca.us
The Sunshine Ordinance is also available online at: www.sfgov.org/bdsupvrs/sunshine.htm

Other accommodations

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.
If you require special accommodation due to a disability, contact Roberta Fazande at least 72 hours in advance at 415-923-4265,TDD 800-735-2929 (CRS) or rfazande@picsf.org

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (SF Campaign & Governmental Conduct Code § 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; web site: sfgov.org/ethics.

Issued: Tuesday, September 14, 2004

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1650 Mission Street, Suite 300 • San Francisco, CA 94103-2490
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TDD 800.735.2929 (CRS)

PROPOSED AGENDA
FINANCE SUBCOMMITTEE OF THE EXECUTIVE COMMITTEE
TUESDAY, SEPTEMBER 21, 2004

1. Adoption of the Agenda *(Action Item)*
2. Adoption of Minutes of the June 18, 2004 Meeting (Action Item)*
3. Summary of Program Year 03 (Discussion Item)*
4. Program Year 04 WIA Formula Funds - Detail (Discussion Item)*
5. One Stop Budget Process (Discussion Item)
6. PIC Budget Overview (Discussion Item)*
7. Public Testimony on Non-Agenda Items (Discussion Item)
8. Future Agenda Items (Discussion Item)
9. Adjournment *(Action Item)*

Public testimony on agenda items will be taken throughout the meeting.

*Information enclosed.

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
creating
employment
opportunities

MEMORANDUM

TO: FINANCE SUBCOMMITTEE MEMBERS **DATE:** SEPTEMBER 14, 2004

FROM: ADRIAN TRUJILLO, CONTROLLER

SUBJECT: SUMMARY OF PROGRAM YEAR 03 EXPENDITURES AND PY 04 BUDGETS (Agenda Item 3)

Enclosed are four (4) schedules that we will discuss at our September 21, 2004 Finance Subcommittee meeting. These schedules include the expenditures for last program year (ended June 30, 2004) as well as the budget for this year (July 1, 2004 – June 30, 2005). During my presentation of these schedules, I will emphasize on the carryover funds for this year and how it relates to supportive services, training contracts and One Stop System costs.

The Executive Committee decided to maintain the One Stop System funding at the same dollar amount as last year. By adding the unspent One Stop System funds in the WIA Formula grants from last year with the current year's WIA Formula allocation, the dollar value of the One Stop System budget will remain the same as last year.

There is an Agenda Item to discuss the One Stop System budget process. I will recommend an approach to this process (to be discussed with the One Stop Committee) that: (1) includes the Operator Consortium; (2) considers prior year's cost of the System (PY 2003) expenditures; and considers Partner contributions to the System in addition to the WIA allocation. Early attention to this matter should assure that budget process in completed in a timely manner.

If you have questions before your meeting, please call Adrian Trujillo at (415) 923-4263.

cc: Members, WISF Executive Committee

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The Private Industry Council of San Francisco, Inc.

Comparison of Revenues from PY '03 to PY '04

Exhibit A

	Total Revenue for PY '03	Carryover from PY '03	Revenue for PY '04	Total Revenue for PY '04
Title I Adult	2,741,015	177,950	2,688,717	2,866,667
Youth Crime Prevention	330,856	0	0	0
Title I Youth	2,892,198	398,403	2,377,056	2,775,459
Title I Dislocated Worker	3,126,100	133,032	2,695,567	2,828,599
Title I Rapid Resp.	161,728	135,050	374,478	509,528
Title I Dislocated Worker - SFO	20,657	0	0	0
WIA 15% - SFITC	275,720	530,900	0	530,900
WIA 25% - Special Project	48,943	14,057	0	14,057
WIA 15% - NWI	182,526	207,590	0	207,590
Welfare to Work - Formula Grant	555,229	0	0	0
Personal Assisted Employment Services (PAES)	421,153	0	421,153	421,153
PAES-Support Employ. Program (Local Funds)	225,692	0	0	0
Personal Assisted Employment Services (FSET only)	184,597	0	184,597	184,597
Labor Market Information Division	45,513	0	0	0
Homeless Employment Collaborative	1,110,119	420,413	729,581	1,149,994
Mayor's Office of Community Development	68,839	0	70,000	70,000
Children's Fund	260,196	0	0	0
CalWork Employment & Training	1,120,658	0	920,658	920,658
Redevelopment Agency - Consortium	1,001,617	0	1,031,714	1,031,714
Community Jobs Initiative	532,076	173,873	358,203	532,076
H - 1B Technical Skill Training-SFIT	1,597,101	805,588	0	805,588
Refugee Employment Social Services (RESS)	108,369	68,768	94,005	162,773
Refugee Targeted Assistance Program (RTAP)	385,751	267,678	206,078	473,756
Refugee Elder Discretionary 20%	120,600	38,130	90,800	128,930
Refugee TA Discretionary 20%	77,462	43,773	66,034	109,807
First Source Hiring	420,428	505,392	0	505,392
MUNI	488,788	236,494	0	236,494
Transcend (Disability)	50,000	0	0	0
Disability Navigator	16,020	18,480	40,800	59,280
HOPE House	80,165	544,658	0	544,658
Summer Youth Program (McKesson)	51,301	0	65,000	65,000
Vacation Fund	8,167	0	8,167	8,167
Youth Opportunity Grant	6,018,925	465,278	3,500,000	3,965,278
GRAND TOTAL	$ 24,728,508	$ 5,185,506	$ 15,922,606	$ 21,108,112

SUMMARY OF BUDGETED REVENUE

DOL WtW (Formula & Competitive)	555,229	0	0	0
Youth Opportunity Grant	6,018,925	465,278	3,500,000	3,965,278
Youth Crime Prevention	330,856	0	0	0
H-1B / WIA 15% Technical Skills Training - SFITC	1,872,821	1,336,488	0	1,336,488
Workforce Investment Grant	9,006,661	876,971	8,176,618	9,053,589
CalWork ET	2,484,175	173,873	1,884,610	2,058,483
State Refugee Grants	692,182	418,348	456,917	875,265
Homeless Employment Collaborative	1,190,284	965,071	729,581	1,694,652
S.F. Redevelopment Agency/Mission Bay	1,910,833	741,886	1,031,714	1,773,600
Care Givers initiative	182,526	207,590	0	207,590
Labor Market Information	45,513	0	0	0
Mayor's Office of Community Development	68,839	0	70,000	70,000
Proposed-H-1B IBM/B of A	0	0	0	0
Other Funds (DCYF, Transend, etc.)	369,664	0	73,167	73,167
	24,728,508	5,185,506	15,922,606	21,108,112

These grants have a Federal Fiscal year ending 9/30/04.

9/14/2004

Flow of WIA Funds PY '04

Proposed Flow of WIA Funds PY '04

Projected WIA Formula Funds:	WIA Adult		WIA Youth		WIA D.W.		Total	
WIA PY 04 Allocation	$ 2,585,881		$ 2,377,056		$ 2,695,567		$ 7,658,504	
WIA PY 03 Carryover *	177,950		398,403		133,032		709,385	
	$ 2,763,831		$ 2,775,459		$ 2,828,599		$ 8,367,889	
PIC Administration-Staffing								
Administration	$ 208,453	8.1%	195,729	8.2%	223,479	8.3%	$ 627,661	8.2%
Supervision	18,877	0.7%	17,353	0.7%	17,353	0.6%	53,582	0.7%
Board Support	7,189	0.3%	6,608	0.3%	8,501	0.3%	22,298	0.3%
	234,519	9.1%	219,690	9.2%	249,332	9.2%	703,541	9.2%
PIC Operations-Staffing								
Management Information System/Tech.	90,506	3.5%	84,610	3.6%	94,118	3.5%	269,234	3.5%
Grant/Contract Management	82,538	3.2%	75,874	3.2%	75,873	2.8%	234,285	3.1%
Board Support	31,599	1.2%	29,048	1.2%	27,155	1.0%	87,802	1.1%
One Stop Management	48,566	1.9%	44,643	1.9%	44,644	1.7%	137,853	1.8%
Direct Services	85,334	3.3%	102,213	4.3%	161,583	6.0%	349,130	4.6%
	338,544	13.1%	336,388	14.2%	403,373	15.0%	1,078,304	14.1%
OVERHEAD COST	**573,062**	**22.2%**	**556,078**	**23.4%**	**652,705**	**24.2%**	**1,781,845**	**23.3%**
ONE STOP SYSTEM/CENTER COST	**310,532**	**12.0%**	**323,253**	**13.6%**	**361,929**	**13.4%**	**995,714**	**13.0%**
WIA TRAINING/PART. SUPPORT	**1,880,236**	**72.7%**	**1,896,128**	**79.8%**	**1,813,965**	**67.3%**	**5,590,329**	**73.0%**
TOTAL FUNDS AVALIABLE	**2,763,831**	**106.9%**	**2,775,459**	**116.8%**	**2,828,599**	**104.9%**	**8,367,889**	**109.3%**

Current Year Allocation - PY 04-05	$ 2,585,881		$ 2,377,056		$ 2,695,567		$ 7,658,504	
Last Year Allocation - PY 03-04	2,688,717		2,486,562		2,784,071		7,959,350	
Decrease from Prior Year Allocation	($102,836)	(3.82%)	($109,506)	(4.40%)	($88,504)	(3.18%)	($300,846)	(3.78%)

PIC of SAN FRANCISCO, Operating Budget
Budgeted PIC Admin Revenue & Expenditures
for the Program Years 2002 THROUGH 2004

Exhibit C

Total Grant Awards	PY 02-03 Actual	PY 03-04 Actual	PY 04-05 Budget
DOL WtW (Formula & Competitive)	$722,186	$555,229	$0
Youth Opportunity Grant	8,985,017	6,018,925	3,965,278
Youth Crime Prevention	488,515	330,856	0
H-1B / WIA 15% Technical Skills Training - SFITC	1,073,432	1,872,821	1,336,488
Workforce Investment Grant	6,273,265	9,006,961	9,053,589
CalWork ET	3,123,008	2,484,175	2,058,483
State Refugee Grants	1,488,456	692,182	875,265
Homeless Employment Collaborative/Hope House	1,152,248	1,190,284	1,694,652
S.F. Redevelopment Agency/Mission Bay	1,826,107	1,910,833	1,773,600
Nurse Workforce/Care Givers initiative	558,473	182,526	207,590
Labor Market Information	51,897	45,513	0
Mayor's Office of Community Development	77,471	68,839	70,000
DOL Proposed Grants	0	0	0
Other Funds	409,448	369,664	73,167
	$ 26,229,525	$ 24,728,808	$ 21,108,112

PIC Admin REVENUE	PY 02 Actual	PY 03-04 Actual	PY 04-05 Budget
DOL WtW (Formula & Competitive)	$217,746	$48,516	$0
Youth Opportunity Grant	3,000,000	3,093,299	3,565,193
Youth Crime Prevention	114,292	154,438	0
H-1B / WIA 15% Technical Skills Training - SFIT	161,974	371,438	100,800
Workforce Investment Grant	1,808,712	2,770,879	2,566,313
DHS-Calworks,CJI & PAES2Work	617,772	1,087,104	794,585
State Refugee Grants	199,713	90,173	75,785
Homeless Employment Collaborative/Hope House	287,423	261,280	361,732
S.F. Redevelopment Agency/Mission Bay	117,204	106,275	152,967
Nurse Workforce/Care Givers initiative	121,058	32,874	0
Labor Market Information	25,234	47,573	0
Mayor's Office of Community Development	68,000	81,906	66,890
DOL Proposed Grants	0	0	0
Other Funds	175,087	122,807	0
Total Revenue	6,914,215	8,268,561	7,684,265
PIC Admin EXPENSES			
SALARIES- Other	$5,054,276	$2,691,532	$2,317,835
SALARIES- BU	0	3,398,858	3,404,754
FRINGE BENEFITS - Other	977,599	554,363	457,824
FRINGE BENEFITS - BU	0	751,402	650,549
Severance Package - Other (1/3 each Year)	0	0	20,261
Severance Package - BU (1/3 each Year)	0	14,000	8,042
PERSONNEL COST	6,031,875	7,410,155	6,859,265
CONSULTANTS	151,024	62,316	50,000
LEGAL FEES	53,847	58,355	60,000
EMPLOYMENT & TRAINING FEES	4,572	57,642	10,000
EQUIPMENT AGREEMENTS/PURCHASES	10,161	24,031	5,000
EQUIPMENT RENTAL	73,845	18,863	20,000
EQUIPMENT REPAIRS/MAINT.	34,185	33,534	35,000
INSURANCE	29,097	38,006	40,000
MATERIAL & SUPPLIES	76,045	95,153	100,000
RENT	251,607	271,714	275,000
TRAINING	18,013	24,829	25,000
TRAVEL & CONFERENCE	34,537	22,678	25,000
PUBLICATIONS & SUBSCRIPTIONS	1,866	1,303	1,500
ADVERTISING/PUBLIC NOTICE	2,487	2,333	2,500
MISCELLANEOUS	10,976	7,940	8,000
REPRODUCTION	4,968	2,585	3,000
MOVING & STORAGE	2,202	2,775	35,500
AUDITING SERVICES	24,000	8,500	8,500
TELEPHONE/INTERNET	58,505	63,786	65,000
POSTAGE	25,888	18,550	20,000
BOARD EXPENSE	N/A	27,541	20,000
PAYROLL & BANK SERVICE CHARGE	14,515	15,971	16,000
Total Office Overhead cost	882,339	858,406	825,000
TOTAL EXPENSES	6,914,215	8,268,561	7,684,265
Excess Revenue over Expenditures	$0	$0	$0

The Private industry council of San Francisco, Inc.

Exhibit D

Detail of Grant Revenue and Overhead Cost

	Total Grant Revnue						Total Overhead Cost											
	Carryover from PY '01	Revenue for PY '02	Carryover from PY '02	Revenue for PY '03	Carryover from PY '03	Revenue for PY '04	Carryover from PY '01	PY 02 Inc.	PIC Admin/Oper.	Carryover from PY '02	PY 03 Inc.	PIC Admin/Oper.	Carryover from PY '03	PY 04 Inc.	PIC Admin/Oper.
Title I Adult	351,061	1,814,911	883,357	1,857,958	177,950	2,688,717	88,255		436,102	(1,454)		522,050	0		802,179
Youth Crime Prevention	0	488,515	0	330,856		0	114,292		0			154,438			0
Title I Youth	960,358	1,002,645	948,798	1,943,400	398,403	2,377,056	107,094		387,955	225,896		969,360	0		724,264
Title I Dislocated Worker	0	1,851,658	682,134	2,443,966	133,032	2,695,567	0		589,305	0		851,424	0		803,892
Title I Rapid Resp.	0	240,320	46,777	114,950	135,050	374,478	200,000		0	37,934		103,611			224,478
Title I Dislocated Worker - SFO	0	52,312		20,657		0			8,000			2,291			0
WtW-Care givers Int.	0	338,492	0	0		0	43,886		0			0			0
WIA 15% - SFITC	0	93,380		275,720	530,900	0	0		8,000			145,058			0
WIA 25% - Special Project	0	0	0	48,943	14,057	0	0		0			43,978			0
WIA 15% - NWI	0	9,884	0	182,526	207,590	0	0		9,884			32,638			0
CTI - HASS Funds	0	9,230	0	0		0	0		9,230			235			0
WIA-Care givers Int.	0	200,867	0	0		0	58,058		0			0			0
Welfare to Work - Formula Grant	0	645,874	555,229	0		0	100,819		0	36,434		0			0
Welfare to Work - Competitive Grant	0	76,312		0		0	16,927		100,000	12,081		0			0
Personal Assisted Employment Services (PAES)	0	598,119		421,153		421,153	0		157,618			147,398			154,687
PAES-Support Employ. Program (Local Funds)	0	349,219		225,692		0	0		29,820			0			0
Personal Assisted Employment Services (FSET only)	0	148,406		184,597		184,597	0		75,766			0			147,398
Labor Market Information Division	39,280	12,617		45,513		0	0		25,234			47,573			0
Homeless Employment Collaborative	373,264	0		0		0	0		74,098	85,904		0			0
Homeless Employment Collaborative	0	778,984	380,538	729,581	420,413	729,581	0		213,325			128,505			246,732
Mayor's Office of Community Development	0	77,471		68,839		70,000	0		68,000	6,183		75,722			66,890
Children's Fund	0	243,210		260,196		0	0		120,709			112,723			0
CalWork Employment & Training	0	1,439,766		1,120,658		920,658	0		354,567			938,753			467,500
Redevelopment Agency - Consortium	0	954,371		1,001,617		1,031,714	0		45,831			31,486			49,129
Community Jobs Initiative	0	587,498	173,873	358,203	173,873	358,203	0		126,872			953			25,000
H - 1B Technical Skill Training	382,776	0		0		0	49,952		0			0			0
H - 1B Technical Skill Training-SFIT	0	597,275		1,597,101	805,588	0	0		104,022			226,379			60,000
Refugee Employment Social Services (RESS)	116,228	69,859	53,639	54,730	68,768	94,005	0		13,893						0
Refugee Targeted Assistance Program (RTAP)	180,788	325,464	177,156	208,595	267,678	206,078	10,177		39,194	14,387		75,785			75,785
Refugee Elder Discretionary 20%	65,674	83,661	37,929	82,670	38,130	90,800	2,668		0						0
Refugee Set aside	0	6,875		0		0	0		2,316						0
Refugee TA Discretionary 20%	34,218	18,191	34,308	43,154	43,773	66,034	2,625		1,969						0
First Source Hiring	0	374,180	420,428	0	505,392	0	17,288		37,418			40,092			55,202
Redevelopment Agency - Consortium (Set-Aside)	0	222,838		0	0	0	0		0			0			0
MUNI	0	274,718	488,788	0	236,494	0	0		16,667			34,697			48,636
Transcend (Disability)	0	50,000		50,000		0	0		50,000			10,085			0
Proposed-Navigator (Disability)	0	0		16,020	18,480	40,800	0					15,791	11,500		40,800
HOPE (Homeless)	0	0		80,165	544,658	0	0					46,872			115,000
Program & Equipment Rental Income	0	90,498		0		0	0		0			0			0
MSYP-Donated Funds (McKesson)	0	25,000	10,000	41,301		65,000	4,378		0			0			0
Vacation Fund	0	739		8,167		8,167	0		0			0			0
Youth Opportunity Grant	0	8,985,017		6,018,925	465,278	3,500,000	0		3,000,000	0		3,093,299			3,565,193
GRAND TOTAL	$ 2,503,648	$ 23,138,378	$ 4,892,955	$ 19,835,853	$ 5,185,506	$ 15,922,606	$ 816,419	$	6,105,796	$ 417,366	$	7,851,195	$ 11,500	$	7,672,765
SUMMARY OF BUDGETED & ADMIN. REVENUE															
DOL WtW (Formula & Competitive)	0	722,186	555,229	0	0	0	117,746		100,000	48,516		0	0		0
Youth Opportunity Grant	0	8,985,017	0	6,018,925	465,278	3,500,000	0		3,000,000	0		3,093,299	0		3,565,193
Youth Crime Prevention	0	488,515	0	330,856	0	0	114,292		0	0		154,438	0		0
H-1B / WIA 15% Technical Skills Training - SFI	382,776	690,655	0	1,872,821	1,336,488	0	49,952		112,022	0		371,438	0		100,800
Workforce Investment Grant	1,311,419	4,961,846	2,561,067	6,445,895	876,971	8,176,618	395,349		1,413,363	262,376		2,508,503	11,500		2,554,813
CalWork ET	0	3,123,008	173,873	2,310,302	173,873	1,884,610	0		617,772	0		1,087,104	0		794,585
State Refugee Grants	396,908	1,091,548	303,033	389,150	418,348	456,917	15,470		184,243	14,387		75,785	0		75,785
Homeless Employment Collaborative	373,264	778,984	380,538	809,746	965,071	729,581	0		287,423	85,904		175,376	0		361,732
S.F. Redevelopment Agency/Mission Bay	0	1,026,107	909,216	1,001,617	741,886	1,031,714	17,288		99,916	0		106,275	0		152,967
Care Givers initiative	0	558,473	0	182,526	207,590	0	101,944		19,114	0		32,874	0		0
Labor Market Information	39,280	12,617	0	45,513	0	0	0		25,234	0		47,573	0		0
Mayor's Office of Community Development	0	77,471	0	68,839	0	70,000	0		68,000	6,183		75,722	0		66,890
Proposed-H-1B IBM/B of A	0	0	0	0	0	0	0		0	0		0	0		0
Other Funds (DCYF, Transend, etc.)	0	409,448	10,000	359,664	0	73,167	4,378		170,709	0		122,807	0		0
	2,503,648	23,725,877	4,892,955	19,835,853	5,185,506	15,922,606	816,419		6,097,796	417,366		7,851,195	11,500		7,672,765

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

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NOTICE OF A PUBLIC MEETING
OF THE
FINANCE SUBCOMMITTEE
OF THE
EXECUTIVE COMMITTEE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date:	Thursday, November 4, 2004
Time:	10:00 a.m. – 12:00 p.m.
Location:	Community College District Office 33 Gough Street, Auditorium San Francisco CA 94103

Copies of materials may be obtained from and/or reviewed at the PIC offices at both of the addresses shown below and on the PIC's website, www.picsf.org.

AGENDA APPEARS ON THE REVERSE SIDE

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE
(Chapter 67 of the San Francisco Administrative Code)

H 545
104

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Donna Hall, Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724
Fax: 415-554-5163
E-mail: donna_hall@ci.sf.ca.us
The Sunshine Ordinance is also available online at: www.sfgov.org/bdsupvrs/sunshine.htm

Other accommodations

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.
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Lobbyist Registration and Reporting Requirements

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Issued: Thursday, October 28, 2004

745 Franklin Street, Suite 200 • San Francisco, CA 94102-3228
Telephone 415.923.4003 • Fax 415.923-6966
www.picsf.org • e-mail: 411@picsf.org

1650 Mission Street, Suite 300 • San Francisco, CA 94103-2490
Telephone 415.431.8700 • Fax 415.431-8702
TDD 800.735.2929 (CRS)

PROPOSED AGENDA
FINANCE SUBCOMMITTEE OF THE EXECUTIVE COMMITTEE
THURSDAY, NOVEMBER 4, 2004

1. Adoption of the Agenda *(Action Item)*
2. Adoption of Minutes of the September 21, 2004 Meeting *(Action Item)*
3. One Stop Budget Process Update (Discussion Item)
4. PIC Budget Quarterly Overview for 9/30/04 (Discussion Item)
5. Approval of Retirement Plan for 2005 *(Action Item)*
6. Report on Recent Grant Awards (Discussion Item)
7. Public Testimony on Non-Agenda Items (Discussion Item)
8. Future Agenda Items (Discussion Item)
9. Adjournment *(Action Item)*

Public testimony on agenda items will be taken throughout the meeting.

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

Budgeted vs. Actual Expenditures for the First Qaurter ended September 30, 2004
for the Program Years 2004 (25%)

Total Grant Awards	PY 04-05 Annual Budget	PY 04-05 Actual as 9/30/04	% Variance
Youth Opportunity Grant (YOG)	$3,965,278	$1,191,278	30.0%
H-1B / WIA 15% Technical Skills Training - SFITC	1,336,488	396,568	29.7%
Workforce Investment Act (WIA) Grant	9,053,589	1,830,819	20.2%
CalWORKs Employment & Training	2,058,483	680,320	33.0%
State Refugee Grants	875,265	140,250	16.0%
Homeless Employment Collaborative/Hope House	1,694,652	599,145	35.4%
S.F. Redevelopment Agency/Mission Bay/MUNI	1,773,600	419,548	23.7%
Nurse Workforce/Care Givers initiative	207,590	64,355	31.0%
Mayor's Office of Community Development	70,000	19,133	27.3%
Other Funds	73,167	53,364	72.9%
TOTAL GRANT AWARDS	**$21,108,112**	**$5,394,779**	**25.6%**

PIC Admin REVENUE	PY 04-05 Annual Budget	PY 04-05 Actual as 9/30/04	% Variance
Youth Opportunity Grant (YOG)	$3,540,193	$816,917	23.1%
H-1B / WIA 15% Technical Skills Training - SFIT	100,800	137,849	136.8%
Workforce Investment Act (WIA) Grant	2,566,313	670,910	26.1%
CalWORKs Employment & Training	794,585	259,207	32.6%
State Refugee Grants	75,785	22,865	30.2%
Homeless Employment Collaborative/Hope House	361,732	101,629	28.1%
S.F. Redevelopment Agency/Mission Bay/MUNI	152,967	25,673	16.8%
Nurse Workforce/Care Givers initiative	25,000	9,043	36.2%
Mayor's Office of Community Development	66,890	19,133	29.6%
Other Funds	0	768	0.0%
TOTAL PIC ADMIN REVENUE	**$7,684,265**	**$2,063,996**	**26.9%**
PIC Admin EXPENSES			
PERSONNEL COST	**$6,859,265**	**$1,882,426**	**27.4%**
CONSULTANTS	$50,000	($307)	-0.6%
LEGAL FEES	60,000	17,396	29.0%
EMPLOYMENT & TRAINING FEES	10,000	5,584	55.8%
EQUIPMENT AGREEMENTS/PURCHASES	5,000	7,317	146.3%
EQUIPMENT RENTAL	20,000	5,336	26.7%
EQUIPMENT REPAIRS/MAINT.	35,000	1,767	5.0%
INSURANCE	40,000	3,922	9.8%
MATERIAL & SUPPLIES	100,000	11,228	11.2%
RENT	275,000	90,902	33.1%
TRAINING	25,000	4,155	16.6%
TRAVEL & CONFERENCE	25,000	8,771	35.1%
PUBLICATIONS & SUBSCRIPTIONS	1,500	180	12.0%
ADVERTISING/PUBLIC NOTICE	2,500	75	3.0%
MISCELLANEOUS	8,000	1,355	16.9%
REPRODUCTION	3,000	3,832	127.7%
MOVING & STORAGE	35,500	462	1.3%
AUDITING SERVICES	8,500	0	0.0%
TELEPHONE/INTERNET	65,000	9,848	15.2%
POSTAGE	20,000	5,037	25.2%
BOARD EXPENSE	20,000	189	0.9%
PAYROLL & BANK SERVICE CHARGE	16,000	4,333	27.1%
OFFICE OVERHEAD COST	**825,000**	**181,569**	**22.0%**
TOTAL ADMIN EXPENSES	**$7,684,265**	**$2,063,995**	**26.9%**
Excess Revenue over Expenditures	**$0**	**$0**	

10/29/2004

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A PUBLIC MEETING
OF THE
FINANCE SUBCOMMITTEE
OF THE
EXECUTIVE COMMITTEE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

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Date:	Tuesday, November 23, 2004
Time:	10:30 a.m. – 12:00 p.m.
Location:	Community College District Office 33 Gough Street, Auditorium San Francisco CA 94103

Copies of materials may be obtained from and/or reviewed at the PIC offices at both of the addresses shown below and on the PIC's website, www.picsf.org.

AGENDA APPEARS ON THE REVERSE SIDE

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

(Chapter 67 of the San Francisco Administrative Code)

4.545
3/04

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To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Donna Hall, Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724
Fax: 415-554-5163
E-mail: donna_hall@ci.sf.ca.us
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Issued: Monday, November 15, 2004

745 Franklin Street, Suite 200 • San Francisco, CA 94102-3228
Telephone 415.923.4003 • Fax 415.923-6966
www.picsf.org • e-mail: 411@picsf.org

1650 Mission Street, Suite 300 • San Francisco, CA 94103-2490
Telephone 415.431.8700 • Fax 415.431-8702
TDD 800.735.2929 (CRS)

PROPOSED AGENDA
FINANCE SUBCOMMITTEE OF THE EXECUTIVE COMMITTEE
TUESDAY, NOVEMBER 23, 2004

1. Adoption of the Agenda *(Action Item)*
2. Adoption of Minutes of the September 21, 2004 Meeting *(Action Item)**
3. One Stop Budget Process Update (Discussion Item)
4. PIC Budget Quarterly Overview for 9/30/04 (Discussion Item)*
5. Retirement Plan for 2005 (Discussion Item)
6. Report on Recent Grant Awards (Discussion Item)
7. Public Testimony on Non-Agenda Items (Discussion Item)
8. Future Agenda Items (Discussion Item)
9. Adjournment *(Action Item)*

Public testimony on agenda items will be taken throughout the meeting.

* Information enclosed.

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
creating employment opportunities

MEMORANDUM

TO: FINANCE SUBCOMMITTEE MEMBERS **DATE:** NOVEMBER 15, 2004

FROM: ADRIAN TRUJILLO, CONTROLLER

SUBJECT: FINANCE SUBCOMMITTEE MEETING MATERIALS

Enclosed in your materials are schedules that we will discuss at our November 23, 2004 Finance Subcommittee meeting. There is a schedule (Exhibit A) that will display the expenditures for first quarter against the revised budget for this year and another schedule (Exhibit B) that will detail the revisions to the budget and display our projected budget for the next program year.

Agenda item 3 is an update on the One Stop System budget process. We will be discussing the approaches that the PIC has taken in order to insure that the budget process is completed in a timely matter.

Agenda item 4 will focus on the quarterly expenditures for September 30, 2004

Agenda item 5 is a discussion item regarding the Private Industry Council of San Francisco, Inc. Retirement Plan (Plan). The PIC Retirement Plan is a 403(b) defined contribution annuity plan that became effective on February 1, 1995. PIC employees become participants of the plan after they have completed two years of service and have attained age 21. The PIC currently contributes an amount equal to 6% of the participant's salary. For Program Year 03-04, the PIC contributed $248,194 to the Plan. The annual projected cost for the PIC's contribution for Program Year 04-05 is estimated to be $300,000.

The Finance Subcommittee was scheduled to meet on November 4, 2004 to consider this item. However, the Finance Subcommittee did not meet for lack of a quorum. Therefore, this matter is going to the Executive Committee directly on November 17, 2004. The Executive Committee will consider continuing to contribute rate to the Plan at 6% for only six months (January 2005 to June 2005). We are proposing only six months since the current projection for the next fiscal year is uncertain at this point. We will convene a meeting before June 30, 2005 to discuss all funding projections along with expenditures to determine whether to continue the Plan at the current rate.

Agenda item 6 is an update on current applications for and funding for the PIC. We currently have potential funding of $2,245,000 to various government agencies and foundations. We have secured $1,452,277 in new grants this program year.

If you have questions before your meeting, please call Adrian Trujillo at (415) 923-4263.

cc: Members, WISF Executive Committee

345 Franklin Street, Suite 200 • San Francisco, CA 94102-5228
Telephone 415.923.4003 • Fax 415.923-6966
www.picsf.org • e-mail: 411@picsf.org

1650 Mission Street, Suite 300 • San Francisco, CA 94103-2490
Telephone 415.431.8700 • Fax 415.431-8702
TDD 800.735.2929 (CRS)

Budgeted vs. Actual Expenditures for the First Quarter ended September 30, 2004
for the Program Years 2004

Total Grant Awards	PY 04-05 Annual Budget	PY 04-05 Actual as 9/30/04	% Expended
Youth Opportunity Grant (YOG)	$ 3,965,278	$ 1,191,278	30.0%
H-1B / WIA 15% Technical Skills Training - SFITC	1,336,488	396,568	29.7%
Workforce Investment Act (WIA) Grant	10,334,553	1,830,819	17.7%
CalWORKs Employment & Training	2,058,483	680,320	33.0%
State Refugee Grants	875,265	140,250	16.0%
Homeless Employment Collaborative/Hope House	1,694,652	599,145	35.4%
S.F. Redevelopment Agency/Mission Bay/MUNI	1,773,600	419,548	23.7%
Nurse Workforce/Care Givers initiative	207,590	64,355	31.0%
Mayor's Office of Community Development	70,000	19,133	27.3%
Other Funds	200,567	53,364	26.6%
TOTAL GRANT AWARDS	**$ 22,516,476**	**$ 5,394,779**	**24.0%**

PIC Admin REVENUE	PY 04-05 Annual Budget	PY 04-05 Actual as 9/30/04	% Expended
Youth Opportunity Grant (YOG)	$ 3,546,702	$ 816,728	23.0%
H-1B / WIA 15% Technical Skills Training - SFIT	326,291	137,849	42.2%
Workforce Investment Act (WIA) Grant	2,823,813	732,785	26.0%
CalWORKs Employment & Training	619,929	197,332	31.8%
State Refugee Grants	75,785	22,865	30.2%
Homeless Employment Collaborative/Hope House	476,430	101,629	21.3%
S.F. Redevelopment Agency/Mission Bay/MUNI	152,967	25,673	16.8%
Nurse Workforce/Care Givers initiative	25,000	9,043	36.2%
Mayor's Office of Community Development	66,890	19,133	28.6%
Other Funds	15,969	768	0.0%
TOTAL PIC ADMIN REVENUE	**$ 8,129,777**	**$ 2,063,806**	**25.4%**

PIC Admin EXPENSES			
PERSONNEL COST	**$ 7,331,219**	**$ 1,882,426**	**25.7%**
CONSULTANTS	50,000	0	0.0%
LEGAL FEES	60,000	17,396	29.0%
EMPLOYMENT & TRAINING FEES	10,000	5,584	55.8%
EQUIPMENT AGREEMENTS/PURCHASES	5,000	2,317	46.3%
EQUIPMENT RENTAL	20,000	5,336	26.7%
EQUIPMENT REPAIRS/MAINT.	35,000	5,599	16.0%
INSURANCE	40,000	3,922	9.8%
MATERIAL & SUPPLIES	100,000	11,228	11.2%
RENT	248,557	90,902	36.6%
TRAINING	25,000	4,155	16.6%
TRAVEL & CONFERENCE	25,000	8,771	35.1%
PUBLICATIONS & SUBSCRIPTIONS	1,500	180	12.0%
ADVERTISING/PUBLIC NOTICE	2,500	75	3.0%
MISCELLANEOUS	8,000	3,047	38.1%
REPRODUCTION	3,000	0	0.0%
MOVING & STORAGE	35,500	462	1.3%
AUDITING SERVICES	8,500	0	0.0%
TELEPHONE/INTERNET	65,000	9,848	15.2%
POSTAGE	20,000	5,037	25.2%
COMPUTER SOFTWARE TRAINING	0		0.0%
BOARD EXPENSE	20,000	3,189	15.9%
PAYROLL & BANK SERVICE CHARGE	16,000	4,333	27.1%
OFFICE OVERHEAD COST	**$ 798,557**	**$ 181,380**	**22.7%**
TOTAL ADMIN EXPENSES	**$ 8,129,776**	**$ 2,063,806**	**25.4%**
Excess Revenue over Expenditures	**$0**	**$0**	

Budgeted PIC Admin Revenue & Expenditures
for the Program Years 2004 through 2005

Total Grant Awards	PY 04-05 Orignal Budget	Revision	PY 04-05 Revised Budget	PY 05-06 Budget
Youth Opportunity Grant (YOG)	$ 3,965,278	$0	$ 3,965,278	$0
H-1B / WIA 15% Technical Skills Training - SFITC	1,336,488	0	1,336,488	40,800
Workforce Investment Act (WIA) Grant	9,053,589	1,280,964	10,334,553	8,135,818
CalWORKs Employment & Training	2,058,483	0	2,058,483	2,058,483
State Refugee Grants	875,265	0	875,265	572,071
Homeless Employment Collaborative/Hope House	1,694,652	0	1,694,652	1,149,994
S.F. Redevelopment Agency/Mission Bay/MUNI	1,773,600	0	1,773,600	1,262,666
Nurse Workforce/Care Givers initiative	207,590	0	207,590	0
Mayor's Office of Community Development	70,000	0	70,000	70,000
Other Funds	73,167	127,400	200,567	73,167
TOTAL GRANT AWARDS	**$ 21,108,112**	**$ 1,408,364**	**$ 22,516,476**	**$13,362,998**

PIC Admin REVENUE	PY 04-05 Orignal Budget	Revision	PY 04-05 Revised Budget	PY 05-06 Budget
Youth Opportunity Grant (YOG)	$ 3,540,193	$ 6,509	$ 3,546,702	$0
H-1B / WIA 15% Technical Skills Training - SFIT	100,800	225,491	326,291	40,800
Workforce Investment Act (WIA) Grant	2,566,313	257,500	2,823,813	2,699,813
CalWORKs Employment & Training	794,585	(174,656)	619,929	619,929
State Refugee Grants	75,785	0	75,785	75,785
Homeless Employment Collaborative/Hope House	361,732	114,698	476,430	476,430
S.F. Redevelopment Agency/Mission Bay/MUNI	152,967	0	152,967	50,603
Nurse Workforce/Care Givers initiative	25,000	0	25,000	0
Mayor's Office of Community Development	66,890	0	66,890	68,000
Other Funds	0	15,969	15,969	6,500
TOTAL PIC ADMIN REVENUE	**$ 7,684,265**	**$445,511**	**$ 8,129,777**	**$ 4,037,860**

PIC Admin EXPENSES				
SALARIES- Other	$2,317,835	($688,228)	$1,629,608	$1,564,155
SALARIES- BU	3,404,754	1,072,979	4,477,733	1,781,191
SALARIES-Raises- Other	0	0	0	0
SALARIES-Raises- BU	0	0	0	0
FRINGE BENEFITS - Other	457,824	(135,101)	322,723	312,504
FRINGE BENEFITS - BU	650,549	222,303	872,853	339,992
Severance Package - Other	20,261	0	20,261	20,261
Severance Package - BU	8,042	0	8,042	8,042
PERSONNEL COST	**$ 6,859,265**	**$ 471,954**	**$ 7,331,219**	**$ 4,026,145**
CONSULTANTS	$50,000	0	$50,000	50,000
LEGAL FEES	60,000	0	60,000	15,000
EMPLOYMENT & TRAINING FEES	10,000	0	10,000	10,000
EQUIPMENT AGREEMENTS/PURCHASES	5,000	0	5,000	5,000
EQUIPMENT RENTAL	20,000	0	20,000	20,000
EQUIPMENT REPAIRS/MAINT.	35,000	0	35,000	35,000
INSURANCE	40,000	0	40,000	40,000
MATERIAL & SUPPLIES	100,000	0	100,000	100,000
RENT	275,000	(26,443)	248,557	217,660
TRAINING	25,000	0	25,000	25,000
TRAVEL & CONFERENCE	25,000	0	25,000	25,000
PUBLICATIONS & SUBSCRIPTIONS	1,500	0	1,500	1,500
ADVERTISING/PUBLIC NOTICE	2,500	0	2,500	2,500
MISCELLANEOUS	8,000	0	8,000	8,000
REPRODUCTION	3,000	0	3,000	3,000
MOVING & STORAGE	35,500	0	35,500	35,500
AUDITING SERVICES	8,500	0	8,500	15,000
TELEPHONE/INTERNET	65,000	0	65,000	65,000
POSTAGE	20,000	0	20,000	20,000
BOARD EXPENSE	20,000	0	20,000	20,000
PAYROLL & BANK SERVICE CHARGE	16,000	0	16,000	16,000
OFFICE OVERHEAD COST	**825,000**	**(26,443)**	**798,557**	**729,160**
TOTAL ADMIN EXPENSES	**$ 7,684,265**	**$ 445,511**	**$ 8,129,776**	**$ 4,755,305**
Excess Revenue over Expenditures	**$0**	**$0**	**$0**	**$ (717,445)**

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